



# INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

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

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

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

## **NOTICE INVITING TENDER FOR PROCUREMENT OF GOOGLE MEET LICENSE (TEACHING AND LEARNING UPGRADE PLAN) FOR IIM TIRUCHIRAPPALLI**

**Tender No. IIMT/2022-23/IT/GOOGLE MEET/108 dated: 08.03.2023**

Details	Date	Time	Venue
Name of Work/ Service	<b><i>“Tender for Procurement of Google Meet License (Teaching and Learning Upgrade Plan) for IIM Tiruchirappalli”</i></b>		
Date of issue of Tender Document	08.03.2023	18.00 Hrs. onwards	-
Pre-bid Clarification	13.03.2023	11.00 Hrs.	If the Bidder has any query/clarifications, please email to <a href="mailto:purchase@iimtrichy.ac.in">purchase@iimtrichy.ac.in</a> till 03.00 pm, 13.03.2022.
Last date of Submission of Tenders	18.03.2023	17.00 Hrs.	-
Opening of Technical Bid	20.03.2023	10.00 Hrs.	-
Opening of Price Bid	<b><i>To be informed later</i></b>		
Tender Document	The tender document can be downloaded from the IIM Tiruchirappalli website <a href="https://www.iimtrichy.ac.in/tender-published">https://www.iimtrichy.ac.in/tender-published</a>		
EMD Amount (Refundable to unsuccessful bidders)	EMD Amount of <b>Rs. 2,000/-</b> to be remitted in the below IIM Tiruchirappalli Bank Account through online mode. <b>Bank Account Details</b> <b>Name of the Beneficiary:</b> IIM Tiruchirappalli <b>Bank Name:</b> State Bank of India <b>SB A/c. No:</b> 32170808935 <b>IFSC Code:</b> SBIN0071187		
Copies of payment transaction receipt for EMD has to be attached with the application form, without which the bid won't be considered. The payment of EMD is exempted for MSME Bidders. Bidders claiming exemption should attach necessary document proof should be attached with tender document.			
Address for submission of Tender	The Chief Administrative Officer (i/c) Indian Institute of Management Tiruchirappalli Trichy - Pudukkottai Main Road Chinna Sooriyur Village, Trichy - 620 024.		
Mode of Submission of Tender	Speed Post/Registered Post/Courier or Hand delivery – during office hours (9.30 to 17.00 hrs) only (To be submitted at Dispatch Section of IIM Tiruchirappalli @ Administrative Wing – 2 <sup>nd</sup> Floor and obtain acknowledgement)		



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## Notice Inviting Tender

### Over View

1. Indian Institute of Management Tiruchirappalli (IIM Tiruchirappalli), an Institute of National Importance, established by the Ministry of Education (Shiksha Mantralaya), Govt. of India, is the Tenth IIM and was instituted on 4<sup>th</sup> January 2011. More details about IIM Tiruchirappalli are available on our website [www.iimtrichy.ac.in](http://www.iimtrichy.ac.in).
2. IIM Tiruchirappalli invites Tender for ***“Procurement of Google Meet License (Teaching and Learning Upgrade Plan) for IIM Tiruchirappalli”***.

### Period of Contract

The contract period is initially for a period of 1 (One) Year. However, the contract shall be extended for a further period of 3 (three) more years on a yearly basis if the services provided by the Agency are found to be satisfactory, on the same terms and conditions and at the sole discretion of the Institute. The Institute will not be responsible if the bidder/vendor changes the rate, contract period, Terms and Conditions of the contract without the consent of the authorities of the Institute through the purchase department, the vendor should act upon any written communication (like Email, Purchase Order / Work Orders) from the authorities of the Institute. Any deviation from the clauses given in the tender notification and PO will not be accepted during the contract period.

### Eligibility Conditions for Bidders

1. The tendering Agency must fulfil the conditions mentioned in the succeeding paras in order to be eligible for technical evaluation of the Bid.
2. The Bidder (s) should be registered with the Goods and Services Tax Council for the purpose of Goods & Service Tax (GST). A copy of the GST Registration Certificate has to be submitted with the tender document. A copy of the GST Registration Certificate, PAN and Bank account details should be submitted along with the Technical Bid. The names appearing on all these documents and the tender document should be the same or linked.
3. Copy(ies) of work order(s) showing that the firm has executed the similar work(s) in the ***last five years*** as on 28<sup>th</sup> February 2023 - ***Similar work shall mean:*** Google Meet License and the details of current works on hand and other contractual commitments shall be provided by the Bidder as on ***28<sup>th</sup> February 2023***

The bidders should be able to provide supporting evidence such as copy of work order and testimonials/completion certificate from past clients. Performance Certificate from past clients of equivalent order sized (issued in the last five years) need to be attached with the Tender document.

4. Bids will be accepted from manufactures or their authorized Partners/Dealers/Distributors of google meet only. Documentary evidence to this affect shall be enclosed and a proof of MAF Certificate from google meet needs to be enclosed.

5. The bidders should not have been blacklisted by any department of the Government of India or any State Government and Private organization in the past. There should not be any criminal case registered against the bidding firm or its owners/partners anywhere in India. The Bidder should give a self-declaration certificate for acceptance of all terms & conditions of tender documents. An undertaking to this effect in the Company letterhead duly signed by the owner/partner or both to be enclosed, as per [Annexure-IV](#).

### Instructions to Bidders

#### 1. Downloading of Tender Document

Tender Documents are to be downloaded from the Institute's website <https://www.iimtrichy.ac.in/tender-published>. No Tender fee is payable.

#### 2. Earnest Money Deposit

- a. The bidder(s) should remit an Earnest Money Deposit (EMD) Amount of **Rs.2,000/-** at the bank account mentioned in **Page 1**. A copy of the payment transaction receipt has to be attached with the Tender application form, without which the bid will not be considered for the bidding process.
- b. The EMD of the successful bidder will be adjusted against the Interest free Security Deposit and the same will be returned after the completion of the contract.
- c. Receipt of EMD from an individual account will not be accepted. The Security Deposit must be paid from the company's bank account only.
- d. The EMD of the unsuccessful bidders will be released after finalization of the tender. No interest is payable on the Earnest Money Deposit (EMD).
- e. Any request for refund of EMD to an individual account will not be entertained.
- f. Micro and Small Enterprises (MSEs) firms as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organization or the concerned Ministry or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) for all these items only, are exempted from EMD. However, they have to enclose valid self-attested registration certificate(s) along with the tender to this effect, failing which the bid will not be considered for evaluation.
- g. The bidders who seek exemption from EMD as per clause above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the bid document, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.

### 3. Relationship Certificate

- a) The Bidder should give a certificate that none of his/her near relative is working in the units as defined below where he is going to apply for the Tender. In case of proprietorship firm certificate will be given by the proprietor. For partnership firm certificate will be given by all the partners and in case of limited Company by all the Directors of the Company. Due to any breach of these conditions by the Company or firm or any other person, the Tender will be cancelled, and Bid Security will be forfeited at any stage whenever it is noticed, and IIM Tiruchirappalli will not pay any damage to the Company or firm or the concerned person.
- b) The Company or firm or the person will also be debarred for further participation in the concerned unit.
- c) The near relatives for this purpose are defined as follows:
  - Members of a Hindu undivided family,
  - Spouse,
  - The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).
- d) The Relationship Certificate ([Annexure-IV](#)) needs to be placed in the Technical bid cover.

### 4. Amendment to Bid Document

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

### 5. Conditional Bids

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

## 6. Technical Bids Criteria

- a) The technical Bid shall contain all the relevant information which forms part of the technical Bid. The information provided in the technical Bid will be used for understanding and assessing/evaluating the quality of the solution being proposed by the Bidder.
- b) All the information should be organized in logically structured form and attached as a technical Bid with an index. Bidders should comply with the scope of work, eligibility criteria and technical requirements. The detailed formats are attached at [Annexure-I](#). The Bidder is to complete the same in all respect and submit accordingly. No deviations are acceptable in [Annexure-I](#).

## 7. Price Bid Details

- c) The Price Bid should be submitted strictly as per the BoQ attached in [Annexure -II](#) format, failing which the offer will be rejected. (renaming or changing the format of BoQ) will not be acceptable.
- d) The quantities mentioned in Price Bid are tentative and may be increased or decreased depending upon the requirements of the Institute.
- e) Tender must be submitted with the rates for all the item(s) of the services involved, and any incomplete tender will not be considered for evaluation.
- f) The rates quoted by the tenderer should be inclusive of all statutory levies such as Labour, insurance, packing, freight, transportation up to the site including loading, unloading and testing fee, etc. except GST and must hold good till the completion of work and shall not be subjected to any escalation. No claim on this account whatsoever shall be entertained at any stage, including the extended period, if any.
- g) Vendor should quote rates in the Price Bid ([Annexure -II](#)) only, bids indicating rates anywhere else will be rejected.
- h) Arithmetical errors, if any, shall be rectified on the following basis. If there is a discrepancy between the unit price and total price, then the unit price shall prevail, and the Institute shall correct the total price. If the Bidder does not accept the correction of the errors, the Bid shall be rejected.
- i) In case of any additional requirements during the execution of work as per site condition, the bidder should provide the same, on need basis, and the payment will be made as per the mutually agreed rate, considering the prevailing market rate.

## 8. Validity of Bids and Rates

- i. All the quoted rates would be valid until the completion of the Contract. No escalation of price whatsoever would be allowed during the currency of the Contract, including an extended period, if any.
- ii. The quote shall remain valid and open for acceptance for a period of 90 days from the date of opening of the price bid.



**Procedure for Submission of Bids**

- a) The tender document should be downloaded from the IIM Tiruchirappalli website <https://www.iimtrichy.ac.in/tender-published> .
- b) The Bidder needs to fill, sign and seal the required bid documents as indicated in the tender document.
- c) The Bidder should submit the Bid in two parts viz. **Technical Bid** and **Price Bid**. Technical Bid along with required documents should be attached in Cover-1. **Price Bid as per Annexure- II** only should be submitted in Cover- 2.
- d) All the pages of the tender document being submitted must be duly signed as per the procedures and requirements stipulated herein.
- e) The Bidder (s) shall not make any changes or amendments in the tender document as published in the IIM Tiruchirappalli website.
- f) All correspondence and documents relating to the Tender shall be written in English.
- g) No addition or alteration should be made in the tender document.
- h) The tender document should be filled in legible handwriting/printing/typing without ambiguity.
- i) If any correction is necessary in the information provided by the Bidder, the same should be made after scoring out the old entry. In any case, there should not be any overwriting. All the corrections should be attested with the full signature of the Bidder with date.
- j) It is construed that the Bidder has read all the terms and conditions before submitting their offer. An undertaking as given in Annexure-IV to the effect of stating that all the terms and conditions of the Tender have been read and abided by the tenderer shall be furnished.
- k) Bidder should take into account the corrigendum/Addendum published from time to time before submitting the bids.
- l) The bidders are cautioned that furnishing of incomplete/ambiguous information, suppression of facts and any alteration of the prescribed tender format will entail outright rejection of the bid application.
- m) Bidders should note that they should submit their price bids in the prescribed format given by IIM Tiruchirappalli, and no other format is acceptable.

**Bid Submission:**

Since this tender is based on two bid system, The bids (complete in all respect) must be submitted in **Three Separate Sealed Envelopes** as explained below:

**a) Technical Bid – (Envelope A)**

The following documents are to be attached by the Bidder (s) along with Technical Bid (Annexure-I), as per the tender document:

- i. Application form, Undertaking, Near Relative Certificate as per Annexure - IV.
- ii. Copy of PAN and GST Registration.
- iii. Copy of constitution or legal status of the service provider /Sole proprietorship/firm Agency etc., like an Attested copy of the deed of partnership, if the firm is a partnership concern. Certificate of Incorporation duly certified in case of Company.



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- iv. EMD Payment Receipt / MSME Certificate for Exemption of EMD.
- v. Copy of work orders, testimonials / completion / performance certificate from the present and past clients of equivalent order sized (*received in the last five years*) with verifiable contacts need to be attached with the Tender document.
- vi. Signed Tender document and its all annexures and Corrigendum/Addendum if any.
- vii. All other documents mentioned in the tender document, except the Price Bid document.
- viii. The Technical Bid Cover with the aforementioned required enclosures should be in sealed condition and SUPERSCRIBED with the following text: “*Technical Bid for Procurement of Google Meet License (Teaching and Learning Upgrade Plan) for IIM Tiruchirappalli*”

## b) Price Bid - (Cover 2)

- i. Price bid (As per Annexure-II duly filled and signed) - Price must be quoted as per the format specified for all the items, failing which tender shall be rejected.
- ii. Only duly filled Price Bid as per Annexure-II should be put in a separate cover and the cover should be in sealed condition. This envelope should be SUPERSCRIBED with the following text: “*Price Bid for Procurement of Google Meet License (Teaching and Learning Upgrade Plan) for IIM Tiruchirappalli*”

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

- i. Wherever applicable, a copy of the payment transaction receipts amounted to **Rs. 2,000/-** s towards EMD, have to be submitted with the tender application form, without which the tender will not be considered for evaluation process.
- ii. The EMD payment receipt as mentioned above, should be put in a separate envelope marked as “*EMD payment receipt/MSME Registration Certificate*”, if applicable.

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

***Tender for Procurement of Google Meet License (Teaching and Learning Upgrade Plan) for IIM Tiruchirappalli***” - **IIMT/2022-23/IT/GOOGLE MEET/108 dated: 08.03.2023**

- i. The master envelope containing the three envelopes should be delivered at the below mentioned address on or before 17.00 hrs, 18/03/2023 (Saturday);

**The Chief Administrative Officer i/c**

**Indian Institute of Management Tiruchirappalli**

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

**Tiruchirappalli– 620024.**

- ii. If the three inner envelopes A, B & C and the one outer envelope (i.e., larger envelope) are not marked as instructed, IIM Tiruchirappalli will assume no responsibility for the





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misplacement of the envelopes. Any bid received in unsealed condition will be rejected.

- iii. The tender should be submitted either through Registered Post/Speed Post/Courier or delivered to IIM Tiruchirappalli in hand on working days during office hours (9.30 hrs. to 17.00 hrs.). IIM Tiruchirappalli will not accept any responsibility or grant any relaxation of time for any Postal delay in submission of tender.

## Pre-Bid Clarification

The Bidders are requested to mail their doubts/queries to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in), before **11.00 Hrs on 13.03 2023** to enable us to clarify the doubts in the pre-bid meeting.

## Opening of Master Envelope & Technical Bid

The Master Envelope and Technical Bid will be opened by the Tender Opening Committee on **20.03.2023 at 10.00 Hrs.** in the presence of the committee members. If any bidder wanted to attend the bid opening, they shall send the authorization letter as per the format enclosed vide [Annexure -V](#). Also, they should inform the institute by email (to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in)) on or before 17.03.2023.

## Opening of Price Bid

The price bids of all the technically eligible bidders will be opened in the presence of technically eligible bidders or their authorized representatives through Physical/video conferencing mode, if any of the bidders shows interest in attending the same. In such case, they shall send the authorization letter as per the format enclosed vide [Annexure -V](#). Also, they should inform the institute by email (to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in)) on or before 17.03.2023. The date and time for opening of the Price Bid will be informed later.

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

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

## General Terms & Conditions

### d) Payment Terms

- a) **No advance payment will be made in any case.**
- b) The Vendor shall submit the bill in the form of Tax Invoice containing the details of GST Registration number of the Vendor and IIM Tiruchirappalli (33AAAAI5004R1ZO).
- c) payment will be made within 25 days from the date of receipt of the bill.
- 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 vendor's bills.
- e) **Escalation / De-Escalation of Rates:** Not Applicable. The rate should be firm throughout the contract period.



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f) The work covered by this Tender is a whole and complete job and will not be split for award of work.

## e) Subletting of Work:

The firm/agency should not assign or sublet the work/job or any part of it to any other person or party, without the prior consent of the Institute in writing. The Tender is not transferable. Only one Tender shall be submitted by one tenderer.

## f) Penalty Clause

- a) Deficiency/delay in supply/work, will be construed as lapses on the part of the service provider. Such lapses due to the service provider will be viewed seriously and penalties will be imposed on the service provider in case of any delay in providing the required services as covered by this Tender within the stipulated date and timings. IIM Tiruchirappalli reserves the right to impose the penalty and the quantum of the penalty will be decided in individual cases and decision of the competent authority at IIM Tiruchirappalli, shall be final and binding
- b) In case of failure to carry out the services to the satisfaction of IIM Tiruchirappalli as per the terms and conditions, the Institute will be free to get services done by any other agency at the cost and risk of the service provider.

## g) Warranty of Quality

- a) In case, the firm fails to complete the work within the specified period, the same services will be obtained from the open market and the difference of cost, if any, will be recovered from Performance Security or from the pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.
- b) If it is observed at any stage that the quality of the Work is not satisfactory, the Contract/ Work Order as a whole may be terminated and the Security deposit forfeited. Applicable penalties would be levied from all the monies payable to the Service Provider on such termination and the balance amount, if any, would be paid. The decision of the competent authority in the matter of penalties, would be final and binding.

## h) Forfeiture of Earnest Money:

The earnest money will be forfeited in the following cases:

- a) Earnest Money is liable to be forfeited and the bid is liable to be rejected, if a bidder withdraws or amends or impairs or derogates from the tender in any respect within the period of validity and/or after opening the tender. Such bidders will also be blacklisted.
- b) When information/certificate/document furnished is found to be false at any stage.
- c) When the bid documents have been manipulated or altered after they are downloaded from the website.

## i) Performance Security Details

- a) The successful Bidder will be required to remit an interest free Performance Security Deposit of **Rs. 2,000/-** through online transfer to IIM Tiruchirappalli Bank Account, within seven working days from receipt of the work order. The security deposit will be refunded to the vendor after the completion of the contract period.
  - b) Receipt of Security Deposit from an individual account will not be accepted. The Security Deposit must be paid from the company's bank account only.
  - c) Any request for refund of security deposit to an individual account will not be entertained.
  - d) Performance Security will be forfeited if the Service Provide fails to perform/abide by any of the terms or conditions of the Contract.
  - e) In case, the Service Provider fails to provide the required services within the specified delivery period, the same services will be obtained fthe 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.
- j) The persons to be deputed by the service provider**, being their own employees or otherwise, shall be their sole employees and IIM Tiruchirappalli shall not have any relation whatsoever with the employees of the service provider. He / She will be fully responsible for their acts, conduct and any other liability. No right whatsoever, much less a legal right shall vest in the Service Provider's employee to claim/have employment or otherwise seek absorption in the Institute nor the Service Provider's employee shall have any right whatsoever to claim the benefits and for emoluments that may be permissible or paid to the employees of the Institute. The employee of Service Provider will remain the employee of the Service Provider and this shall be solely the responsibility of the Service Provider to make it clear to their employees before deputing them on work at the Institute.
- k)** 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.
- l)** 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.
- m) Authority of the person signing document:** A person signing the tender application or any documents forming part of the Contract on behalf of another shall be deemed to 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.



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- n) In respect of services rendered to IIM Tiruchirappalli, the Service Provider shall be liable for depositing all taxes, levies, cess, etc. to the concerned tax collection authorities from time to time as per existing rules and regulations on the matter.
- o) While making payment to the Service Provider, TDS and other statutory deductions will be effected by the Institute.
- p) 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.
- q) In case, the Service Provider(s) fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IIM Tiruchirappalli is put to any loss / obligation, monetary or otherwise, IIM Tiruchirappalli shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Agency, to the extent of the loss or obligation in monetary terms. This shall be in addition to the right of IIM Tiruchirappalli to initiate penal measures against the Service Provider including the termination of the Contract.
- r) Bidder shall be responsible for demonstration wherever applicable
- s) **Training:** Wherever needed, our technical persons should be trained by the supplier at free of cost.
- t) Vendor should be flexible to enhance/extend scope of work in case of enhancement requirement with mutual agreement on the commercials if the requirement is not listed in the scope at the time of awarding the contract.
- u) Technical Support by Ticket, Live Chat, & Phone by 24/7.
- v) The successful bidder should provide a single point of contact for communication. (e-Mail and Mobile Number)
- w) **Arbitration:** In case of any unreconciled disputes between the parties IIM Tiruchirappalli and the agency/firm to whom the Contract had been awarded, arising out of any of the terms of the Contract Agreement, the dispute shall be referred to a single Arbitrator mutually agreed, as per Arbitration and Reconciliation Act 1996, in Tiruchirappalli jurisdiction. The decision of the Arbitrator shall be final and binding on the both parties.
- x) **Force Majeure:**
  - a) Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
  - b) Force Majeure shall mean fire, flood, natural disaster, or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

**ANNEXURE – I: (TECHNICAL BID)**

**PROFILE OF THE BIDDER**

Sr. No.	Required information		Description
1	Name of the agency / firm /company		
2	Address of the agency / firm /company		
3	Legal status (Individual, proprietary, partnership firm, limited company, etc.)		
4	Authorized Signatory Details	Name	
		Designation	
		Email	
		Phone	
	Details of Contact other than Authorized Signatory	Name	
		Designation	
		Email	
		Phone	
5	Month and Year of commencement business.		
6	Statutory details (Photocopies to be attached):	Registration number of the firm. (as per Shops and establishment act.).	
		PAN No. of the Agency	
		GST No. of the Agency	
7	Has your firm/company ever changed its name any time? If yes, provide the previous name and the reasons there for?		



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

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

8	Have you or your constituent ever left the Contract awarded to you incomplete? If so, give name of the Contract and reasons for not completing the Contract.	
9	Brief details of Litigations, if any, connected with related work, current or during the last five years, the opposite party and the disputed amount.	
10	Give details of Termination of previous Contract, if any	
11	<b>Details of bank mandate;</b> Name of the Bank Name of the Branch Account No. Type of Account IFSC Code No. (copy of the cancelled cheque should be enclosed)	
12	Total experience (years/ months) Related work in Central Educational Institution/Organization:	





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

S. No.	Name of the organization with complete postal address	Nature or type of work undertaken	Period for which the Contract is/was awarded	Work order Value INR	Name and designation of the contact person with Tel. / Mobile No (s), Email ID
1					
2					
3					
4					
5					
6					
7					
8					
9					



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## ANNEXURE-II: PRICE BID – BOQ

Sl. No	Description	No of License	Rate Per License	Total Amount
1	Procurement of Google Meet License (Teaching and Learning Upgrade Plan) for IIM Tiruchirappalli	25 License		
Total Amount Excluding GST				
GST@_____				
Total Amount Including GST				

## ANNEXURE-III: SPECIFICATIONS

Specification	Teaching and Learning Upgrade
Capping	Unlimited
Storage	100 TB Pooled Storage
Additional pooled cloud storage	100 GB Per User
Gmail, Drive, Docs, Sheets, Slides, Forms, Meet, Chat, Calendar, Contacts, Groups, Classroom, Keep, Task, Sites, Currents	Yes
Antispam & Antivirus	Yes
Cloud Search	Yes
Shared Drive	Yes
Google Vault	Yes
2-step verification	Yes
<b>Admin Features</b>	Yes
User Management [ <b>creation, password reset, suspension, deletion, rename, data restore</b> ]	Yes
Group Management [ <b>creation, modification, deletion</b> ]	Yes
Mobile Device Management [ <b>login policies, wipe account</b> ]	Yes
Password Management [ <b>Security</b> ]	Yes
Application Control [ <b>customize application access to users</b> ]	Yes
Email Control [ <b>Restricting incoming/outgoing, Forwarding, blocking domain, attachment control</b> ]	Yes
Drive Control [ <b>disable external domain sharing</b> ]	Yes
Drive Audit	Yes
Security investigation tool	-
Set session length for Google services	-
Drive & Gmail Data Loss Prevention [DLP]	Yes
IP Restriction [Context-Aware Access]	Yes
Reports & Audit logs	Yes
Originality reports for student assignments	Unlimited
3rd party app integration	Yes
SSO & SAML Apps with Auto Provisions	Unlimited
Data Center Selection	-
Security Center: Prevent, detect, remediate threats	Yes
Secure LDAP: Connect LDAP-based apps and services	Yes
S/MIME encryption for email	Yes
Malware detection in email attachments (Security sandbox)	Yes

### Additional Conditions:

- 1) Specify the additional apps/Licenses/Benefits offered by the vendor other than above Specifications. Based on satisfactory performance, this item may be procured with the same price till the end of the contract period.



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## ANNEXURE – IV: SUBMISSION OF TENDER DOCUMENT

Date:

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

Subject: Tender for Procurement of Google Meet License (Teaching and Learning Upgrade Plan) for IIM Tiruchirappalli.

**Reference:** Tender Notice published in IIM Tiruchirappalli website. - **Tender No: IIMT/2022-23/IT/GOOGLE MEET/108 dated: 08.03.2023**

Dear Sir,

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

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

- a) am authorized to sign this document on behalf of M/s. \_\_\_\_\_ (the name of the firm / company which is bidding in this tender) and that our firm / company have never been blacklisted by any of the Government Organization / Agencies in the past and there is no criminal case registered against our firm / company or its owner / partners anywhere in India.
- b) hereby certify that none of my relative (s) as defined in the tender document is / are employed in IIM Tiruchirappalli as per details given in tender document. In case at any stage, it is found that the information given by me is false / incorrect, IIM Tiruchirappalli shall have the absolute right to take any action as deemed fit / without any prior intimation to me.
- c) further declare that:
- All the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our Agency does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled/ terminated.



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- ii. I understand that the decision taken by the IIM Tiruchirappalli is final and binding in all matters.
- iii. I hereby agree to work as per the terms and conditions stipulated by IIM Tiruchirappalli.
- iv. I understand that the IIM Tiruchirappalli reserves the right to accept or reject and to cancel the Tender and reject all bids at any time prior to the award of the contract, without detailing any specified reasons whatsoever

Place: \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

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

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

**Seal of agency / Firm / Company**



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## ANNEXURE – V: LETTER OF AUTHORISATION

### LETTER OF AUTHORISATION FOR ATTENDING PRE-BID MEETING

**To**

The CAO (i/c)

IIM Tiruchirappalli

Pudukkottai Main Road,

Chinna Sooriyur Village,

Tiruchirappalli - 620 024

**Subject:** Authorization for attending Site Visis/ Pre Bid Meeting/ Technical Bid/ Price Bid opening on \_\_\_\_\_ ( *Date* ) in the ***Tender for Procurement of Google Meet License (Teaching and Learning Upgrade Plan) for IIM Tiruchirappalli.***

Following persons are hereby authorized to attend the Site Visit/ Pre Bid / Technical Bid / Price Bid meeting for the Tender mentioned above on behalf of .....(Bidder) in order of preference given below.

Order of preference	Name	Designation	Contact No	Specimen Signatures
I				
II				

Alternate Representative

Signatures of Bidder

or

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

#### **Note:**

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



**CHECKLIST FOR DOCUMENTS TO BE ATTACHED WITH THE TENDER**

Sl. No	Covers	Details	Remarks	Tick (√)
1	(Cover 1)	All the documents and Annexures, <i>except Price Bid document.</i>		
2	(Cover 2)	Only Price Bid documents as per the BoQ MS excel format(.xls)		
3		Whether GST Registration Certificate is enclosed.		
4		Whether PAN is enclosed.		
5		Whether documents in support of meeting the basic eligibility conditions of this Tender document (i.e., proof for experience in similar nature of work, performance certification with verifiable contacts have been enclosed with Technical Bid).		
6		Whether duly filled in Technical Bid documents (i.e., <u>Annexure-I</u> to the tender document) along with all the related enclosures have been enclosed with the Tender:		
		i. Registration/ Incorporation details of the bidding firm/Agency/ Company		
		ii. Documents in support of the Legal Status of the Bidder. Copy of Registered Partnership Deed or Articles / Memorandum of Association in the case of partnership firm or Private Limited Company.		
		iii. Authorization / Power of attorney for signing the tender document		
		iv. Details of completed contracts in the prescribed format during the last five years along with proof with verifiable contacts.		
		v. Details of ongoing contracts in the prescribed format along with proof with verifiable contacts.		
	vi. All other information/ details/ supporting documents/proof desired in the Tender document			
7		Whether Technical Bid documents as per <u>Annexure-I</u> of the tender document is submitted.		
8		Whether Undertaking, Declaration and Near Relative Certificate attached as per <u>Annexure-IV</u> .		
9		Whether Letter of Authorization to attend pre-bid and tender opening meetings as per <u>Annexure-V</u> is submitted.		
10		Whether Technical Bid documents and all the required enclosures to the Technical Bid are serially numbered and overwriting/ erasures, if any, in the technical Bid duly been signed and endorsed with the seal?		
11		Whether an <b>Index or Table of Content</b> of all enclosures to the Technical Bid has been prepared and attached with the Technical Bid to facilitate quick reference?		
12		Whether Tender documents and its Corrigendum have been signed with seal in all the pages by the Bidder.		