



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 PROVIDING CATERING SERVICES FOR THE THIRTEENTH ANNUAL CONVOCATION AT IIM TIRUCHIRAPPALLI

Tender No. 24SP306(12)T dated: 01.03.2025

Details	Date	Time	Venue
Name of Work/ Service	<i>“Tender for Providing Catering Services for the Thirteenth Annual Convocation at IIM Tiruchirappalli”.</i>		
Date of issue of Tender Document	01.03.2025	15.00 Hrs. onwards	-
Pre-bid Meeting	06.03.2025	15.00 Hrs.	-
Last date of Submission of Tenders	14.03.2025	15.00 Hrs.	-
Technical Bid Opening and Evaluation	14.03.2025	15.30 Hrs.	<i>Tentative. The exact date and Time will be communicated later.</i>
Technical Presentation	17.03.2025	15.30 Hrs.	<i>Tentative. The exact date and Time will be communicated later.</i>
Opening of Price Bid	<i>To be informed later</i>		-
Tender Document	The tender document can be downloaded from the IIM TIRUCHIRAPPALLI website https://www.iimtrichy.ac.in/tender-published		
EMD Amount <i>(Refundable to unsuccessful bidders)</i>	EMD Amount Rs. 69,000/- to be remitted in the below IIM Tiruchirappalli Bank Account through online mode. Bank Account Details Name of the Beneficiary: IIM Tiruchirappalli Bank Name: State Bank of India SB A/c. No: 32170808935 IFSC Code: SBIN0071187		
Copies of payment transaction receipt for EMD have to be attached with the application form, without which the bid won't be considered. The payment of EMD is exempted for MSME Bidders. Bidders claiming exemption should attach necessary document proof should be attached with tender document.			
SD Amount	5% of work order value to be remitted by the successful Bidder to IIM Tiruchirappalli as SD. The SD amount will have to be remitted to IIM Tiruchirappalli within seven days along with the letter of acceptance from the receipt of the Work Order, failing which the Work Order will stand cancelled.		
Address for submission of Tender	The Chief Administrative Officer (i/c) Indian Institute of Management Tiruchirappalli Trichy - Pudukkottai Main Road 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 nd Floor and obtain acknowledgement)		



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

CONTENTS

Over View.....	3
Scope of Work.....	3
Requirements for Serving Convocation Dinner	5
Eligibility Conditions for Bidders	6
Instructions to Bidders.....	8
1. Downloading of Tender Document	8
2. Earnest Money Deposit	8
3. Relationship Certificate	8
4. Conditional Bids	9
5. Technical Bids Criteria	9
6. Price Bid Details	9
7. Validity of Bids and Rates	10
Bid Preparation	10
Procedure for Submission of Bids.....	10
1. Bids Submission:.....	11
a. Technical Bid – (Cover 1)	11
b. Price Bid - (Cover 2)	11
c. EMD/MSME Certificate - (Cover 3).....	11
Pre-Bid Meeting and Site Visit.....	12
Opening of Master Envelope & Technical Bid	13
Tender Evaluation Process	13
Opening of Price Bid:.....	16
General Terms & Conditions	16
1. Quantity & Price:	16
2. Payment Terms:	16
3. Penalty Clause:	16
4. Warranty of Quality:	17
5. Forfeiture of Earnest Money:.....	17
6. Performance Security Details:.....	18
7. Works Site Cleanliness: During the Work, the vendor shall always keep the working area and store free from waste or rubbish. On completion of Work, he shall remove all debris, and additional materials and leave the premises clean to the full satisfaction of the Institute.	18
ANNEXURE – I: (TECHNICAL BID)	21
ANNEXURE-II: PRICE BID - BOQ.....	24
ANNEXURE – III B	25
ANNEXURE – IV: SUBMISSION OF TENDER DOCUMENT.....	26
ANNEXURE – V: LETTER OF AUTHORISATION	28
CHECKLIST FOR DOCUMENTS TO BE ATTACHED WITH THE TENDER.....	29
Signature of the Bidder with seal	

Notice Inviting Tender Over View

1. The Indian Institute of Management Tiruchirappalli (IIM Tiruchirappalli) is an Institute of National Importance, more details about IIM Tiruchirappalli are available on our website <http://www.iimtrichy.ac.in>.
2. IIM Tiruchirappalli invites Tender for **“Providing Catering Services for the Thirteenth Annual Convocation at IIM Tiruchirappalli” (Scheduled on 29th March 2025)**.

Service Description	Estimated Value of the Tender (excluding GST)	Interest-free Performance Security Deposit
<i>Tender for Providing Catering Services for the Thirteenth Annual Convocation at IIM Tiruchirappalli.</i>	<i>Rs. 23,00,000/-</i>	<i>5% of the Work Order value</i>

Scope of Work

Arrangement of Convocation Dinner on 29th March 2025 from 7:00 pm to 11:00 pm for **2,300** members along with Infrastructure. The Menu is provided in [Annexure III B](#).

Note: Timing may slightly vary as per the requirement of the Institute.

Special conditions relating to the tender:

1. Being a food supply contract, all the edible materials like rice, dal, oil, sugar, jaggery, suji, etc. used by the contractor should be of good quality, free from insects and other adulteration/decay materials. **Dalda/Vanaspathi, food colour and Ajinomoto should not be used in the food.**
2. No wet utensils should be found in the venue. A sufficient number of spoons to be available near the dessert counter.
3. Fresh vegetables are to be used. There would be an inspection made by the authorities to check the quality of food/ingredient contents.
4. Any shortfall in the quantity of the food items, any lacuna in the service provided, serving food of unacceptable quality or non-compliance with any terms of this tender document will unarguably invite a **penalty of up to 20%** of the value of the contract. The actual extent of the penalty will be decided by IIM Tiruchirappalli.
5. **Electricity and domestic water (other than cooking purpose) will be provided by the Institute. However, the charges will be levied from the vendor on the following manner.**

a. Electricity charge-per unit basis (Rs.12.85/per unit)



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

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

6. All utensils, fuel, and any other items required for cooking should be brought by the vendor. IIM Tiruchirappalli will only provide the necessary space for cooking. The shelter with necessary cooking equipment/furniture etc. should be created/arranged by the Vendor at his/her own cost.
7. Only RO water should be used for cooking. Cooking water will not be provided by the Institute.
8. The prices quoted by the bidders will be deemed inclusive of transportation charges and any other charges (including packing, forwarding, freight charges, Transit Insurance and any other charges as applicable).
9. The vessels used for cooking should be well cleaned to prevent any form of fungal development or other food poisoning chances.
10. Cutlery, glasses, and plates used for the event should have been cleaned with hot water and proper disinfectant cleaning materials.
11. The people engaged in cooking and serving should be well-groomed, their dresses freshly washed, and their hair properly covered to maintain good hygiene during the event.
12. Separate counter for used plates be made available by the vendor.
13. Leftovers in the plates should be kept away from the serving counters to avoid contamination of the food that is kept ready for serving. The vendor needs to check and clear the leftovers immediately and should not allow the leftovers to accumulate anywhere in the venue.
14. Successful bidders should make adequate arrangements for the disposal of the cooking and serving waste outside the Institute campus in line with the guidelines of local administration.
15. The cooking should be done inside the campus/near to the dinner venue only.
16. Transportation of all material, vessels, cutlery and other implements, as well as their people, is entirely within the scope of the bidder.
17. The food preparation should be completed and ready to be served by 6.30 pm on March 29, 2025.
18. Food is to be prepared in sufficient quantity and the food counters are to be prepared in a systematic way to cater to the guests.
19. Necessary safety precautions are to be ensured to avoid any fire/accident at the venue.
20. Post-completion of the event, the area has to be cleaned and cleared on the same day.

Provision of the following items/services:

21. High-quality crockery (bone china material), steel cutlery, serving bowls, serving spoons,

wooden spoons, napkins, and food warmers are to be spread on serving counters to cater to all the guests.

22. Eight serving counters (canopy based) should be provided. The cloth colors would be decided by the Institute authorities.
23. Sufficient numbers of stewards and qualified cooks (separate chefs for North Indian and South Indian foods) in proper, clean uniform with hand gloves and head caps to enable preparation and serving of food.

Requirements for Serving Convocation Dinner

1. The Menu for Dinner is provided in **Annexure III-B**. The bidders are required to provide the total price for serving the Menu to 2,300 members. (However, the quantity may increase/decrease upto 20%. The payment shall be made on a pro-rata basis).
2. The bidders should have the capability to prepare all food items in the Venue (IIM Tiruchirappalli) as allotted by the Institute authorities and serve them hot/fresh to the guests.
3. Infrastructure Arrangements for Convocation Eve Dinner to be made by the vendor:

Buffet stall with necessary arrangements like lighting, top cover, three side cloth covering, etc., to serve the food. The following number of counters are needed to be set up.
 - i. At least three live counters for Mocktail Welcome Drink, Coin Parotta, and Dessert.
 - ii. At least eight serving counters for Vegetarian Main Course and Non-Vegetarian Main Course.
4. Veg. and Non-Veg. Counters are to be set up separately, and all the counters should be adequately staffed.
5. The housekeeping personnel should ensure the removal of garbage (filled dustbin) then and there and move them to the designated place as decided by the Institute authorities.
6. Signboards for the food items served (40 cms x 20 cms) to be displayed prominently in front of all counters and food items.
7. The Institute will provide a designated kitchen shed for preparing food (shed size: 40 feet x 40 feet).
8. All items are required to be prepared in the designated cooking area, which will be provided on IIM Tiruchirappalli Campus and should be served hot/fresh.
9. The food serving stalls have to be arranged by the vendor as per the instructions provided by IIM Tiruchirappalli. The serving stalls should be equipped to serve hot food. The containers used for serving the food items should have a continuous heating facility.



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

10. The Cutlery necessary for serving and eating has to be provided by the vendor in sufficient quantities. The Cutlery should be of excellent quality. The Penalty will be levied if the serving cutleries are found to be not meeting the required standards of Outdoor Catering. A sample of Cutlery to be used during the convocation dinner should be brought for the inspection of the tender evaluation committee during technical evaluation on March 14, 2025, at 15.00 Hrs. (Tentative). These items will be returned after Technical evaluation. If the serving Cutlery is not as per the sample shown by the vendor and approved by the Institute officials, a penalty shall be imposed by IIM Tiruchirappalli as deemed fit.
11. The Cutlery should contain at least following items:
 - a. Chinaware Dinner Plates and Bowls.
 - b. Stainless Steel fork and spoon.
12. The servers involved in serving the dinner should be well-groomed. Excellent quality photographs/videos from previous events organized by vendor, showing properly-dressed servers have to be produced during technical evaluation on March 14, 2025, at 15.00 Hrs. (Tentative). Exact date and Time will be communicated later.
13. The vendor has to provide Display Boards for the food items served during the Dinner. In the display boards, Vegetarian and Non-Vegetarian items should be clearly marked **with green and red-coloured** circles as per prevailing norms.
14. The vendor should ensure that none of the menu items should get exhausted before the given closure time. If any such items get exhausted in the Dinner, it would be viewed seriously by IIM Tiruchirappalli, and such lapses will lead to invoking the penalty clause, as mentioned above.
15. The vendor is responsible for the disposal of waste materials at a safe site outside the IIM Tiruchirappalli campus.

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 FSSAI and Goods and Services Tax Council for the purpose of Goods & Service Tax (GST). A copy of the FSSAI, 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. The bidders should have executed a similar job **in the last five years as on 31st January 2025**. **Similar Work shall mean** the arrangement of large-sized Outdoor Catering (ODC) or **Chain of Hotels/Restaurants having a minimum of 5 hotel chains and with a minimum of 15 years of**

experience in the hotel business with the turnover mentioned below. The bidders should be able to provide supporting evidence such as Copy(ies) of work order(s) and testimonials/completion certificates from Clients and details of current works on hand, and other contractual commitments shall be provided by the Bidder as on **31st January 2025** 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]

OR

Chain of Hotels/Restaurants having a minimum of 5 hotel chains and with a minimum of 15 years of experience in the hotel business with an annual turnover of Rs. 10 Crores.

4. ***Performance Certificates*** from past clients catering to 1000 guests at a time (issued in the last five years as of 31st January 2025) need to be attached to the Tender document. The Bidders are requested to attach at least five photographs for each of the events (preferably of different food counters/locations of each of the events) on which they are qualified.
5. Average Annual Turnover of the Bidder, pertaining to the three years out of last five years (2019-20 to 2023-24), should be at least 10 Crore. Copies of duly audited Balance Sheet with Profit & Loss accounts are to be submitted for the last five years as above as per **Annexure-I** (Technical Bid). The year in which no turnover is shown would also be considered for working out the average.
6. Bidders should be regular in filing Income-Tax returns. A copy of the Income-tax returns filed and audited accounts statement for the last five financial years (2019-20 to 2023-24) should be submitted along with the Technical Bid.
7. 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 and 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

- The Bidder (s) should remit an Earnest Money Deposit (EMD) of **Rs. 69,000/- (Rupees Sixty-Nine Thousand Only)** to our Institute account as mentioned on Page 1. A copy of the payment transaction receipt has to be attached along with the Tender application form, without which the tender won't be considered for the bidding process.
- The EMD of the successful Bidder will be adjusted against the Interest-Free Security Deposit.
- The EMD of the unsuccessful bidders will be released after the finalization of the tender. No interest is payable on the Earnest Money Deposit (EMD).
- Micro and Small Enterprises (MSEs) firms as defined in the MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organization or the concerned Ministry or Department or Startups as recognized by the Department of Industrial Policy and 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 Tender will not be considered for evaluation.
- 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

- The Bidder should give a certificate that none of his/her near relatives is working in the institute as defined below where he is going to apply for the Tender. In the case of proprietorship firm certificate will be given by the proprietor. For a partnership firm certificate will be given by all the partners and in the case of a limited Company by all the Directors of the Company. Due to any breach of these conditions by the Company or firm or any other person, the Tender will be cancelled, and Bid Security will be forfeited at any stage whenever it is noticed, and IIM Tiruchirappalli will not pay any damage to the Company or firm or the concerned person.
- The Company or firm or the person will also be debarred for further participation in the tenders to IIM Tiruchirappalli.
- 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. 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 the solution being proposed by the Bidder.
- ii. All the information should be organized in logically structured form and uploaded in PDF Format 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](#).

6. Price Bid Details

- a. The Price Bid should be submitted strictly as per the BoQ attached in [Annexure -II](#) format, failing which the bid will be rejected (Renaming or changing the format of BoQ will not be acceptable). Tender must be submitted with the rates for all the item(s) of the services involved, and any incomplete bid will not be considered.
- b. The rates quoted by the bidders should be all inclusive of Delivery / Service Charges and Transport charges. Dish wise, labour – cooking/serving, transport charges, service charges, loading, unloading Charges, taxes 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.
- c. Bidder should quote rates in the Price Bid ([Annexure -II](#)) only, bids indicating rates anywhere else will be rejected.
- d. 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.
- e. In case of any additional requirements on need basis, the Bidder should provide the same and the payment will be made as per the mutually agreed rate considering the prevailing market rate.

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 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.

Bid Preparation

- a. Bidder should take into account any corrigendum published on the tender document before submitting their bids. It is the responsibility of the bidder to see the Institute's website and CPPP regularly for corrigendum, if any, published.
- 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 documents that need to be submitted. Any deviations from these may lead to the rejection of the Bid.

Procedure for Submission of Bids

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

- k) Bidder should take into account the corrigendum/Addendum published from time to time before submitting the bids.
- l) The bidders are cautioned that furnishing of incomplete/ambiguous information, suppression of facts and any alteration of the prescribed tender format will entail outright rejection of the bid application.
- m) Bidders should note that they should submit their price bids in the prescribed format given by IIM Tiruchirappalli, and no other format is acceptable.

1. Bids 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 – (Cover 1)

The following documents are to be furnished by the Bidders along with the Technical Bid ([Annexure-I](#)), as per the tender document;

- i. Application form, Near Relative and Declaration form as per [Annexure - IV](#).
- ii. Copy of FSSAI, PAN and GST Registration.
- iii. Copy of constitution or legal status of the service provider /Sole proprietorship/firm Agency etc., like an Attested copy of the deed of partnership, if the firm is a partnership concern. Certificate of Incorporation duly certified in case of Company.
- iv. Copy of work orders, testimonials/completion/performance certificate from the present and past clients (*received in the last five years as on 31st January 2025*) with verifiable contacts need to be attached with the Tender document.
- v. 5 Photographs of each events done by the bidder.
- vi. A copy of Income tax returns filed and audited accounts statement for the last five financial years (2019-20 to 2023-24).
- vii. Signed Tender document and all annexures and Corrigendum/Addendum if any.
- viii. All other documents mentioned in the tender document, except the Price Bid document.
- ix. The Technical Bid Cover with the aforementioned required enclosures should be in sealed condition and SUPERSCRIBED with the following text: *“Technical Bid for Providing Catering Services for the Thirteenth Annual Convocation at IIM Tiruchirappalli”*

b. Price Bid - (Cover 2)

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.

Only duly filled Price Bid as per [Annexure-II](#) should be put in a separate cover and the cover should be in sealed condition. This envelope should be SUPERSCRIBED with the following text: *“Price Bid for Providing Catering Services for the Thirteenth Annual Convocation at IIM Tiruchirappalli”*.

c. EMD/MSME Certificate - (Cover 3)

The bidder should enclose the EMD payment receipt/MSME Certificate in the envelope.



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

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

Tender for Providing Catering Services for the Thirteenth Annual Convocation at IIM Tiruchirappalli” - 24SP306(12)T dated: 01.03.2025

- i. The master envelope containing the above envelopes should be delivered at the below-mentioned address on or before the deadline:
The Chief Administrative Officer (i/c)
Indian Institute of Management Tiruchirappalli
Trichy – Pudukkottai Main Road
Tiruchirappalli– 620024.
- ii. If the inner envelopes A (Technical Bid), B (Price Bid) and C (EMD/MSME) one outer envelope (i.e., larger envelope) are not marked as instructed, IIM Tiruchirappalli will assume no responsibility for the misplacement of the envelopes. Any bid received in unsealed condition will be rejected.
- iii. The tender should be submitted either through Registered Post/Speed Post/Courier or delivered to IIM Tiruchirappalli in hand on working days during office hours (9.30 hrs. to 17.00 hrs.). IIM Tiruchirappalli will not accept any responsibility or grant any relaxation of time for any Postal delay in the submission of the tender.

Pre-Bid Meeting and Site Visit

A Pre-bid meeting will be conducted in person on **06.03.2025 at 15.00 Hrs.** in the Deans’ Office Meeting Room, Indian Institute of Management Tiruchirappalli, Pudukkottai Main Road, Tiruchirappalli-620 024, to clarify doubts that may arise before submission of the bids. The bidders are requested to inspect the convocation venue by fixing prior appointments with Chief Administrative Office (i/c), IIM Tiruchirappalli before the pre-bid meeting.

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

Bidders/Representatives are invited to participate in this pre-bid meeting. Such attendees need to send the scanned copy of the letter of authorization from their firm (or firms they are representing) to the email: purchase@iimtrichy.ac.in, before 13.00 Hrs., on **05.03.2025** for attending the Pre-bid meeting as per the format enclosed vide **Annexure-V.**

The Bidders are requested to mail their doubts/queries to purchase@iimtrichy.ac.in, prior to the pre-bid meeting i.e. **by 13.00 Hrs. on 05.03.2025** 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 tentatively be opened by the Tender Opening Committee on **14.03.2025 at 15.00 Hrs.** in the presence of the bidders or their authorized representatives through physical/video conferencing mode. A maximum of two representatives per bidder shall be authorized and permitted to attend the bid opening. Bidders / Representatives have to send the scanned copy of the letter of authorization from their firm (or firms they are representing) to purchase@iimtrichy.ac.in before attending the Opening of the Master envelope & Technical bid meeting on the given date (to be informed later) in the opening of Technical Bid as per the format enclosed vide [Annexure -V](#).

Tender Evaluation Process

- Selection of the vendor shall be based on **Quality and Cost Based Selection (QCBS)** under Rule 192 of the General Financial Rule 2017. The proposals will be evaluated by taking the following factors into consideration.
- The final selection of the vendor shall be based on Quality and Cost Based Selection (QCBS) with **60% weightage for technical** evaluation and **40% weightage for commercial** evaluation.
- The Bidder would be selected based on ranking and evaluation of Technical and Price Bids by the Evaluation Committee formed by the Institute, and the Committee's decision would be final and binding.

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

Stage 1:

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

Stage 2:

Technical Evaluation – Those qualified in **Stage I** shall be invited to make a demo of the Cutlery and show the excellent quality photographs/videos of the properly dressed Servers from previous events organized by the vendor and the bidders need to show the sample table and chair clothes/covers to be used during the event, followed by a presentation to the Evaluation Committee in the Deans' Office Meeting of IIM Tiruchirappalli. Bidders / Representatives have to send the scanned copy of the letter of authorization from their firm (or firms they are representing) to purchase@iimtrichy.ac.in to participate in the presentation as per the format enclosed vide [Annexure-V](#). The Committee will assess the firm as per the criteria mentioned in 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. Technical evaluation of the Bidder will depend on the information provided herein and the demo cum presentation to the committee members. **Technical bid score, out of 100**, will be arrived based on the following Parameters:

Sl. No	Items	Maximum Marks
1	<p>Financial Soundness/Turnover: The average turnover of the best three years out of the last five years (2019-20 to 2023-24), as reported in the audited financial statements, will be considered.</p> <p>a. Rs.10 to 12 Crore = 5 marks; b. Rs.12 to 15 Crore = 10 marks; c. Rs.15 to 20 Crore = 15 marks; d. Rs.20 Crore and above = 20 marks.</p>	20
2	<p>Outdoor Catering Experience in the last five years as on 31st January 2025:</p> <p>a. The single work order value of above 25 lakhs (10 marks) b. The single work order value of above 20 lakhs and up to 25 lakhs (8 marks) c. The single work order value of above 16 lakhs and up to 20 lakhs (6 marks) d. Two works with each order value more than 12 lakhs and up to 16 lakhs (4 marks) e. Two works with each order value more than 8 lakhs and up to 12 lakhs (2 marks) f. Work order less than 8 Lakhs: No Marks will be awarded.</p> <p>Note: A maximum of 10 marks only will be awarded under this category.</p>	10
3	<p>Hotel Experience in the last five years as on 31st January 2025:</p> <p>a. Chain of Hotels with a minimum of 8 hotel chains (10 Marks) b. Chain of Hotels with a minimum of 7 hotel chains (8 Marks) c. Chain of Hotels with a minimum of 5 hotel chains (6 Marks) d. Chain of Hotels with a minimum of 3 hotel chains (4 Marks)</p> <p>Note: A maximum of 10 marks only will be awarded under this category.</p>	10
4	<p>Sample Cutlery, Attire to be worn by Servers for Convocation. The evaluation will be done by the Evaluation Committee looking at the quality of the following:</p> <p>a. Sample Cutlery: A sample of cutlery that would be used during the convocation dinner on 29th March 2025 at IIM Tiruchirappalli should be</p>	30

	<p>produced for the inspection of the evaluation committee during the technical evaluation. These items will be returned after the technical evaluation.</p> <p>b. Attire to be worn by Servers during the convocation-eve Dinner (Photographs/videos are sufficient for the evaluation).</p>	
5	<p>Evaluation of the presentation: The presentation by the Bidders will be evaluated by IIM Tiruchirappalli Committee members. The presentation will be evaluated based on the following parameters:</p> <p>a. Bidder's understanding of the convocation ceremony and its requirements.</p> <p>b. Technical capabilities of the Bidder to execute the contract.</p> <p>c. Photos of arrangements made by the Vendor for previous clients.</p>	30
Total Marks (Technical Score)		100

A minimum of **60 marks** out of 100 marks, in technical bid evaluation is required to be eligible for participating in price bid.

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

Stage 3:

Price bids will be opened for the bidders getting a score of **60 and above** in the technical bid evaluation. Under the QCBS selection process, the **technical proposals will be allotted a weightage of 60%** (sixty percent), while the **financial proposals will be allotted a weightage of 40%** (forty percent).

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

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

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

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

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

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



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

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

Opening of Price Bid:

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

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

General Terms & Conditions

1. Quantity & Price:

- The actual number of members indicated in BoQ could vary up to 20% both way (plus or minus) and the final payment would be calculated on an actual basis. The exact numbers will be confirmed nearer to the event day (one week in advance).
- The price shall be all-inclusive of Delivery / Service Charges and Transport charges. Dish wise, labour – cooking/serving, transport charges, service charges etc., and excluding GST.

2. Payment Terms:

- No advance payment will be made in any case.**
- The payment will be released after the successful completion of the Contract.
- Payment will be made within 25 days after deducting the penalty amount (if any) on receipt of bills.
- 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.
- Escalation / De-Escalation of Rates:** Not Applicable. The rate should be firm throughout the contract period of three years and any extension thereof.

3. Penalty Clause:

- Deficiency/delay in Service/work, will be construed as lapses on the part of the Vendor. Such lapses due to the Vendor will be viewed seriously and penalties will be imposed on the Vendor as given below:

S. No.	Particulars	Penalty on the total bill amount (excluding GST)
1	Any insect/foreign particle found in the meal	2%
2	Consequences arising due to the supply of adulterated/contaminated/unhygienic food shall be the sole responsibility of the Contractor	2%
3	Complaints on account of unclean utensils /not adhering to personal hygiene of workers, unsatisfactory maintenance of	0.5%

	dining area, serving area, non-removal of food wastes without delay, non-maintenance of clean handwash area, etc.	
4	Serving non-branded/unauthorized items or beyond the expiry date	0.5%
5	In case of Poor quality of food being served/ food is not properly cooked, genuine complaint as assessed by the committee	2%
6	Shortage of Food	2%
7	Shortage of Manpower (including housekeeping, cooking, serving, supervising, etc.)	0.5%
8	Delay in service	0.5%
9	Refusal to perform the duty assigned	0.5%
10	Misbehavior/Act of indiscipline by vendor's personnel	1%
11	Chewing of gutka/smoking of cigarettes or bidis or similar stuff by staff	0.5%

- b) The above penalties are not exhaustive and any additional lapses found will unarguably invite a **penalty of up to 10%** (additional) of the value of the contract. The decision of the competent authority of the institute shall be final with respect to the extent of penalties being levied. IIM Tiruchirappalli reserves the right to impose the penalty and the quantum of the penalty will be decided in individual cases and decision of the competent authority at IIM Tiruchirappalli, shall be final and binding
- c) In case of failure to carry out the services to the satisfaction of IIM Tiruchirappalli as per the terms and conditions, the Institute will be free to get services done by any other agency at the cost and risk of the service provider.

4. Warranty of Quality:

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

5. Forfeiture of Earnest Money:

The earnest money will be forfeited in the following cases:

- a) Earnest Money is liable to be forfeited and the bid is liable to be rejected if a bidder withdraws 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.

6. Performance Security Details:

- a) The successful Bidder will be required to remit an interest-free Performance Security Deposit of 5% of the Work Order value through online transfer to IIM Tiruchirappalli Bank Account as mentioned in Page 1 of this tender document, within Seven working days from receipt of the work order. The security deposit will be refunded to the vendor along with payment of the final bill.
- b) Performance Security will be forfeited if the Service Provider fails to perform/abide by any of the terms or conditions of the Contract.
- c) In case, the Service Provider fails to provide the required services within the specified delivery period, the same services will be obtained from the open market and the difference of cost, if any, will be recovered from Performance Security or from pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.

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

8. **The persons to be deputed by the vendor,** being their own employees or otherwise, shall be their sole employees and IIM Tiruchirappalli shall not have any relation whatsoever with the employees of the service provider. He / She will be fully responsible for their acts, conduct and any other liability. No right whatsoever, much less a legal right shall vest in the vendor's employee to claim/have employment or otherwise seek absorption in the Institute nor the vendor's employee shall have any right whatsoever to claim the benefits and for emoluments that may be permissible or paid to the employees of the Institute. The employee of vendor will remain the employee of the vendor and this shall be solely the responsibility of the vendor to make it clear to their employees before deputing them on Work at the Institute.

9. Safety of Working Personnel

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

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

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



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

12. **Authority of the person signing the document:** A person signing the tender application or any documents forming part of the Contract on behalf of another shall be deemed to warrant that he/she has authority to bind such other and if, on enquiry, it appears that the person so signing had no authority to do so, the IIM Tiruchirappalli may without prejudice to other Civil and criminal remedies cancel Contract and held the signatory liable for all cost and damages.
13. In respect of services rendered to IIM Tiruchirappalli, the vendor shall be liable for depositing all taxes, levies, cess, etc. to the concerned tax collection authorities from time to time as per existing rules and regulations on the matter.
14. While making payment to the vendor, TDS and other statutory deductions will be effected by the Institute.
15. Food-grade packing materials (**Non-toxic and safe for consumption**) to be used for all the packed items.
16. The Income Tax (TDS) shall be deducted at prevailing rate from the bills, as amended from time to time in accordance with the provisions of Income Tax Department, and the relevant certificate to this effect shall be issued by IIM Tiruchirappalli to the Agency.
17. In case, the vendor fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IIM Tiruchirappalli is put to any loss/obligation, monetary or otherwise, IIM Tiruchirappalli shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Agency, to the extent of the loss or obligation in monetary terms. This shall be in addition to the right of IIM Tiruchirappalli to initiate penal measures against the vendor including the termination of the Contract.
18. The Bidder should have requisite licenses from appropriate governmental regulatory bodies for operating the services in India, if applicable. (License documents obtained from Government authorities should be attached).
19. The Work covered by this Tender is a whole and complete job and will not be split for award of Work.
20. **Subletting of Work:** The firm/agency should not assign or sublet the work/job or any part of it to any other person or party. The Tender is not transferable. Only one Tender shall be submitted by one tenderer.
21. **Arbitration:** In case of any unreconciled disputes between the parties IIM Tiruchirappalli and the agency/firm to whom the Contract had been awarded, arising out of any of the terms of the Contract Agreement, the dispute shall be referred to a single Arbitrator mutually agreed, as per Arbitration and Reconciliation Act 1996, in Tiruchirappalli jurisdiction. The decision of the Arbitrator shall be final and binding on both parties.
22. **Jurisdiction:** All disputes arising out of this Contract shall be subjected to the jurisdiction of the courts of Tiruchirappalli.



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

23. Force Majeure:

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

ANNEXURE – I: (TECHNICAL BID)

PROFILE OF THE BIDDER

S. No.	Required information	Description
1	Name of the agency / firm /company	
2	Address of the agency / firm /company	
3	Legal status (Individual, proprietary, partnership firm, limited company, etc.)	
4	Authorized Signatory Details	Name
		Designation
		Email
		Phone
	Details of Contact other than Authorized Signatory	Name
		Designation
		Email
		Phone
5	Month and Year of commencement 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?	



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

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	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 a contract basis during the last five years (from 2019-20 to 2023-24). Please submit documentary evidence i.e. extract of Profit and Loss account, Balance Sheet & Income Tax return filed.

Financial Years	2019-2020	2020-2021	2021-2022	2022-2023	2023 – 2024
Details of Gross Annual Turnover - (Rs. in Lac)					
Average Turnover of the best three years in the last three years	Rs. _____ in Lakhs				



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

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					



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

ANNEXURE-II: PRICE BID - BOQ

PART - A					
Sl. No	Description of Items	Unit	Qty	Rate per unit (Rs.)	Amount (Rs.)
1	Convocation-eve Dinner (Buffet) as per menu Provided in <i>Annexure – III B</i> of this Tender Document	Nos	2,300		
Total Amount for PART - A including all Charges, etc. (excluding GST)					
				GST @	
Total Amount including GST					

Note: In case of any increase and decrease in the number of pax, the payment shall be made on a pro-rata basis.

ANNEXURE – III B

Menu for Convocation Dinner on 29th March 2025 (07.00 PM Onwards) for 2,300 Members

S. No.	Menu List for Dinner (Buffet)
1	<p>1. Welcome Drink:</p> <ul style="list-style-type: none"> • Mocktail Shots (Live Counter) <p>2. Soup:</p> <ul style="list-style-type: none"> • Veg Soup • Chicken Soup <p>3. Starter:</p> <ul style="list-style-type: none"> • Chilli Paneer • Corn Cheese Balls • Mutton Kola • Shallow Fry Sea Food (Nethili/Parai/King Fish) <p>4. Main Course (Veg/Non-Veg):</p> <ul style="list-style-type: none"> • Veg Biryani • Mutton Biryani • Idiyappam • Veg Stew • Chicken Kanthari Gravy • Romali Roti • Coin Parotta (Live Counter) • Veg Kadai Masala • Garlic Chicken • Jeera Pulao • Dhal Fry • Curd Rice and Pickle <p>5. Dessert:</p> <ul style="list-style-type: none"> • Brownie • Hot Badam Milk (Live Counter) • Carrot Halwa • Ice Cream (Live Counter) • Beeda (Live Counter)



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

ANNEXURE – IV: SUBMISSION OF TENDER DOCUMENT

Date:

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

Subject: Tender for Providing Catering Services for the Thirteenth Annual Convocation at IIM Tiruchirappalli

Reference: Tender Notice published in IIM Tiruchirappalli website. - **Tender No: 24SP306(12)**
dated: 01.03.2025

Dear Sir,

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

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

- a) am authorized to sign this document on behalf of M/s. _____ (the name of the firm/company which is bidding in this tender) and that our firm/company 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 the tender document. In case at any stage, it is found that the information given by me is false/incorrect, IIM Tiruchirappalli shall have the absolute right to take any action as deemed fit / without any prior intimation to me.
- c) further declare that:
- 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.
 - I understand that the decision taken by the IIM Tiruchirappalli is final and binding in all



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

matters.

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

Place: _____

Signature _____

Name _____

Date: _____

Designation: _____

Seal of agency / Firm / Company



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

ANNEXURE – V: LETTER OF AUTHORISATION

LETTER OF AUTHORISATION FOR ATTENDING PRE-BID MEETING

To

The CAO (i/c)

IIM Tiruchirappalli

Pudukkottai Main Road,

Tiruchirappalli - 620 024

Subject: Authorization for attending Site Visit/ Pre Bid Meeting/ Technical Bid/Evaluation/ Price Bid opening on _____ (Date _____) in the ***Tender for Providing Catering Services for the Thirteenth Annual Convocation at IIM Tiruchirappalli.***

The 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. A 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 representatives 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 Price Bid (BoQ)		
3		Whether GST Registration Certificate is enclosed.		
4		Whether PAN is enclosed.		
5		Whether documents in support of meeting the basic eligibility conditions mentioned in this Tender document (i.e., proof for experience in similar nature of work, annual turnover, performance certification with verifiable contacts and financial solvency have been enclosed with Technical Bid).		
6		Whether duly filled in Technical Bid documents (i.e., Annexure-I to the tender document) along with all the related enclosures have been enclosed with the Tender:		
		i. Registration/ Incorporation details of the bidding firm/Agency/ Company		
		ii. Documents in support of the Legal Status of the Bidder. Copy of Registered Partnership Deed or Articles / Memorandum of Association in the case of partnership firm or Private Limited Company.		
		iii. Authorization / Power of attorney for signing the tender document		
		iv. 5 Photographs of each events done by the bidder.		
		v. Audited Annual Accounts, Income Tax Return and assessment orders for the last five consecutive financial years i.e., from 2019-20 to 2023-24.		
		vi. Details of completed contracts in the prescribed format during the last five years along with proof with verifiable contacts.		
		vii. Details of ongoing contracts in the prescribed format along with proof with verifiable contacts.		
	viii. All other information/ details/ supporting documents/proof desired in the Tender document			
7		Whether Technical Bid documents as per Annexure-I of the tender document is submitted.		
8		Whether Undertaking, Declaration and Near Relative Certificate attached as per Annexure-IV .		
9		Whether Letter of Authorization to attend pre-bid and tender opening meetings as per Annexure-V 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 Index or Table of Contents 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.		