

**NOTICE INVITING TENDER FOR PROVIDING AND FIXING OF LED NAME BOARDS  
AT CHENNAI CAMPUS OF IIM TIRUCHIRAPPALLI**

**Tender No. 24SP347T dated: 10.02.2025**

Details	Date	Time	Venue
Name of Work/ Service	<b><i>Providing and Fixing of LED Name Boards at Chennai Campus of IIM Tiruchirappalli</i></b>		
Date of issue of Tender Document	10.02.2025	17.30 Hrs. onwards	-
Pre bid Meeting	17.02.2025	12.00 Hrs.	BSNL Exchange Building (5 <sup>th</sup> & 6 <sup>th</sup> Floor) 99, Jawaharlal Nehru Road, K. K. Nagar, Chennai – 600 078
Last date for Submission of Tenders	03.03.2025	17.30 Hrs.	-
Opening of Technical Bid ( <i>Tentative</i> )	04.03.2025	11.00 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	EMD Amount <b>Rs. 42,500/-</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.			
SD Amount	<b>10% of work order value</b> 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 <sup>nd</sup> Floor and obtain acknowledgement)		

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## NOTICE INVITING TENDER

### OVER VIEW

Indian Institute of Management Tiruchirappalli (IIM Tiruchirappalli) is an Institute of National Importance and more details are available on our website [www.iimtrichy.ac.in](http://www.iimtrichy.ac.in).

IIM Tiruchirappalli invites sealed tenders from the service providers/contractors for **Providing and Fixing of LED Name Boards at Chennai Campus of IIM Tiruchirappalli**.

Service Description	Estimated Tender Value (Excluding GST)	Interest-free Performance Security Deposit	Work Location
<b>Providing and fixing of LED Name boards at Chennai Campus of IIM Tiruchirappalli</b>	Rs. 8,50,000/-	10 % of Work order Value	BSNL Exchange Building (5 <sup>th</sup> & 6 <sup>th</sup> Floor) 99, Jawaharlal Nehru Road, K. K. Nagar, Chennai - 78

### Scope of Work

Providing and fixing LED Name boards at the Chennai Campus of IIM Tiruchirappalli. Two boards need to be fixed in the terrace floor parapet wall, and one board needs to be fixed above the entrance gate pillar in the ground floor

### Eligibility Conditions for Bidders

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

- The bidder(s) should be registered with the Goods and Services Tax Council for the purpose of Goods & Service Tax (GST). A copy of the GST registration certificate has to be submitted with the tender document. A copy of GST Registration Certificate, PAN, and Bank account details should be submitted along with the Technical Bid. The names appearing on all these documents and tender documents should be the same or linked.
- The bidder(s) should be registered with the appropriate registration authority and should be in existence for not less than five years as on January 31, 2025. A copy of the Certificate of Incorporation or relevant registration certificate should be attached.
- Bidder(s) should have at least three years' experience in Similar work as on January 31, 2025. (Relevant documentary proof like work order / Letter of Intent / Agreement) must be submitted with the technical bid). **Similar work shall mean** experience in Name Board related works or Building construction works or Repair, Renovation & Maintenance works to buildings.
- Copy(ies) of work order(s) showing that the firm has executed similar work(s) in the last three years as on January 31, 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]*

- e. Average Annual Turnover of the bidder should be at least 100% of the estimated cost of the tender during the previous three financial years from 2021-22 to 2023-24. Copies of duly audited Balance Sheets with Profit & Loss accounts are to be submitted as per [Annexure-I](#) (Technical Bid). The year in which no turnover is shown would also be considered for working out the average.
- f. Bidders should be regular in filing Income-Tax returns. A copy of Income tax returns filed and audited accounts statement for the last three financial years (2021-22 to 2023-24) should be submitted with the Technical Bid.
- g. 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-III](#).

## **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) of **Rs. 42,500/- (Rupees Forty-Two Thousand and Five Hundred only)** at the bank account mentioned on **Page 1**. A copy of the payment transaction receipt has to be attached to the Tender application form, without which the bid will not be considered for the bidding process.
- b. The EMD of the successful Bidder will be adjusted against the interest-free security deposit.
- c. The EMD of the unsuccessful bidders will be released after the finalization of the Tender. No interest is payable on the Earnest Money Deposit (EMD).
- d. Micro and Small Enterprises (MSEs) firms as defined in the MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organization or the concerned Ministry or Department or Start-ups as recognized by Department of Industrial Policy & Promotion (DIPP) for all these items only, are exempted from EMD. However, they have to enclose valid self-attested registration certificate(s) along with the Tender to this effect, without which the bid won't be considered for further process.

- e. The bidders who seeks exemption from EMD as per clause above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the bid document, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.

### 3. Relationship Certificate

- a. The bidder should give a certificate that none of his/her near 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 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.
- 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-III](#)) 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 Tiruchirappalli shall modify the bid document with amendments on its own.
- b. Such amendments shall be notified on the IIM Tiruchirappalli website only and these amendments will be binding on all prospective bidders.
- c. The Institute may at its own discretion extend the last date for the receipt of bids.
- d. IIM Tiruchirappalli reserves the right to cancel the tender without assigning any reason at any stages of evaluation before finalization.
- e. IIM Tiruchirappalli also reserves the right to, at any time and in its absolute discretion the following:
- i. Accept or reject all bids.
  - ii. To obtain further clarification or supporting documents during the technical bid evaluation.
  - iii. To suspend, discontinue, modify and/or terminate the Tendering process at any time.
  - iv. To reject any unreasonable bid.
  - v. To modify/change/delete/add any further terms and conditions prior to opening of Price Bid.

## 5. Conditional Bids

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

## 6. Technical Bids Criteria

- 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 a logically structured form and attached as a technical bid with an index. Bidders should comply with eligibility criteria and technical requirements. The detailed formats are attached in [Annexure-I](#). The Bidder is to complete the same in all respects and submit accordingly. No deviations are acceptable in [Annexure-I](#).

## 7. Price Bid Details

- i. 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.
- ii. The quantities mentioned in the Price Bid are tentative and shall be increased or decreased depending on the requirements of the Institute/Site conditions. However, payment will be made for the actual work done in quantity.
- iii. Bids must be submitted with the rates for all the item(s) involved and any incomplete bid will not be considered. Overall Lowest quoted bidder shall be declared as Successful Bidder (L1).
- iv. ***The Rates quoted by the tenderer should be inclusive of all charges*** (Supply, lifting, laying, Fixing, Labour and Packing, Loading, Unloading, Transportation and Freight) except GST and must hold good till the completion of work and should not be subjected to any escalation. The Institute will not pay any extra amount other than the quoted price. No claim on this account whatsoever shall be entertained at any stage including the extended period, if any.
- v. The bidders can send an email to [estatemanager@iimtrichy.ac.in](mailto:estatemanager@iimtrichy.ac.in) (Telephone No 0431-250 5166/5048) and mark a cc to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) to seek clarification on the specifications/work covered by this Tender, if required.
- vi. Vendor should quote rates in the Price Bid ([Annexure-II](#)) only, bids indicating rates anywhere else will be rejected.
- vii. 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.



## 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 extended period if any.
- ii. The quote shall remain valid and open for acceptance for a period of 90 days from the date of opening of price bid.

## Procedure for Submission of Bids

- i. The tender document should be downloaded from the IIM Tiruchirappalli website <https://www.iimtrichy.ac.in/tender-published>.
- ii. The Bidder needs to fill, sign and seal the required bid documents as indicated in the tender document.
- iii. 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.
- iv. All the pages of the tender document being submitted must be duly signed as per the procedures and requirements stipulated herein.
- v. The Bidder (s) shall not make any changes or amendments in the tender document as published in the IIM Tiruchirappalli website.
- vi. All correspondence and documents relating to the Tender shall be written in English.
- vii. No addition or alteration should be made in the tender document.
- viii. The tender document should be filled in legible handwriting/printing/typing without ambiguity.
- ix. 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.
- x. It is construed that the Bidder has read all the terms and conditions before submitting their offer. An undertaking as given in **Annexure-III** 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.
- xi. Bidder should take into account the corrigendum/Addendum published from time to time before submitting the bids.
- xii. 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.
- xiii. 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. Bid Submission:

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

### a) **Technical Bid – (Cover 1)**

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 – III.**
- 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.
- 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. A copy of Income tax returns filed and audited accounts statement for the last three financial years (2021-22 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.

The Technical Bid Cover with the aforementioned required enclosures should be in sealed condition and SUPERSCRIBED with the following text: ***“Technical Bid for Providing and fixing of LED Name boards at Chennai Campus of 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 Providing and fixing of LED Name Boards at Chennai Campus of IIM Tiruchirappalli”***

All 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 Providing and fixing of LED Name boards at Chennai Campus of IIM Tiruchirappalli”***

- i. The master envelope containing the three envelopes should be delivered to 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– 620 024.

- ii. If the three inner envelopes A (Technical Bid), B (Price Bid) & C (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 tender.

### Site Visit & Pre-Bid Meeting

The bidders are advised to make the site visit before submitting the tender. To visit the site, the vendor should send a formal e-mail to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) and mark a cc to [pqpbm@iimtrichy.ac.in](mailto:pqpbm@iimtrichy.ac.in). After getting confirmation from the Institute, the vendor can visit the site.

A Pre-Bid Meeting with the intending bidders will be conducted in person/virtual mode at IIM Tiruchirappalli, Trichy - 620024 on **17.02.2025 at 12.00 Hrs.** to clarify doubts that shall arise before submitting the bids.

The bidders need to send the scanned copy of the letter of authorization from their firm (or firms they are representing) to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) before **15.00 Hrs., on 16.02.2025** for attending the Pre-bid meeting as per the format enclosed vide [Annexure-IV](#).

The Bidders are requested to mail their doubts/queries to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in), prior to the pre-bid meeting i.e. by **15.00 Hrs., 16.02.2025** to enable us to clarify the doubts in the pre-bid meeting itself.

### Opening of Technical Bid

The Technical bid will be opened by the Tender Opening Committee on **04.03.2025 at 11.00 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 letter of authorization from their firm (or firms they are representing) to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) before attending the Opening of 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 –IV](#).

### 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. The date and time for opening of the Price Bid will be informed later.

Bidders / Representatives have to send the scanned copy of letter of authorization from their firm (or firms they are representing) to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) before attending the price

bid meeting on the given date (to be informed later) to participate in the opening of Price Bid as per the format enclosed vide [Annexure-IV](#).

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 Term & Conditions**

### **1) Delivery Schedule**

- a. The successful bidder should complete the entire work **within 45 days** from the date of issue of work order.
- b. In case, the firm fails to complete work within specified period, the Work Order as a whole shall be terminated or applicable penalties would be levied to the supplier/vendor. The decision of the competent authority in the matter of penalties would be final and binding.

### **2) Payment Terms**

- a. No advance payment will be made in any case.
- b. The payment will be made on the basis of actual measurement.
- c. The Vendor shall raise invoices after completion of the work to the satisfaction of the Institute. Payment will be made within 25 working days on receipt of bills along with all the supporting documents like Warranty Certificate, Handing over document, etc.,
- 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 Service Provider's bills.

### **3) Penalty Clause**

Deficiency/delay in work/services, will be construed as lapses on the part of the vendor. Such lapses due to Vendor will be viewed seriously and penalties will be imposed on the Vendor in case of any delay in completing the required work as covered by this Tender within the stipulated date and timings. The penalty will be 0.5% per day on the Work Order value beyond the agreed date of completion, with the maximum limit of 20%. The decision of the Competent Authority of the Institute shall be final and binding.

### **4) Warranty of Quality**

- a. Defect Liability shall be for a period of 12 months from the date of completion/commissioning of the work.
- b. If it is observed at any stage that the quality of the work is not satisfactory, the contract/work order as a whole shall be terminated. Applicable penalties would be levied. The decision of the competent authority of IIM Tiruchirappalli 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:

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

## 6) Performance Security Details

- i. The successful Bidder will be required to remit an interest-free Performance Security Deposit of 10% of the Work Order value through online transfer to the IIM Tiruchirappalli Bank Account within ten working days from receipt of the work order. The security deposit will be refunded to the vendor after completion of the Defect Liability for a period of 12 months from the date of completion/commissioning of the work.
  - ii. Performance Security will be forfeited if the vendor fails to perform/abide by any of the terms or conditions of the Contract.
  - iii. In case, the Vendor fails to provide the required services as covered by this tender within a specified delivery period, the same services/items will be obtained from the open market, and the difference in cost, if any, will be recovered from the Performance Security or from the pending bill(s) of the defaulting firm or from the vendor if the recoverable amount exceeds the Performance Security and there are no pending bills due to be paid to the respective vendor.
7. IIM Tiruchirappalli shall have the right to inspect and/or to test the goods used to complete the work to confirm their conformity to the Tender's Specifications at no extra cost to the Purchaser.
  8. The work shall be carried out as per BIS/CPWD specifications and standard code of practice and as per the instructions of the Engineer-in-charge.
  9. All the materials to be used in the work and the nature of work shall conform to the respective BIS, CPWD and National Building Organisation Standard Specifications forming part of the "Delhi standard schedule of rates" specifications. All materials brought by the Contractor for incorporation in the work shall be inspected and approved by the Engineer-in-charge before they are incorporated into the work.
  10. The Contractor shall maintain all registers and records in the proper manner and as required by the regulations of the various authorities concerned and indemnify the Employer from the consequences due to any inaccurate or faulty documents on the part of the Contractor.
  11. The works contract to be entered into with the successful tenderer will be governed by the CPWD Works Manual 2019 or the latest in force.
  12. The successful tenderer/Contractor shall observe all safety regulations and take necessary safety precautions.

13. Charges will be paid at the rate of 0.5% of the bill value towards Water and Electricity consumption by the vendor.
14. Since the responsibility for the quality, workmanship and accuracy of any work being carried out under this contract lies with the contractor, the contractor should ensure that no work is done without the presence of the contractor's representative at the work spot, whose strength depends on the value of the contract awarded. The contract should arrange for surveying the construction site at his own cost.
15. The decision of the Engineer-in-charge shall be final and binding on the contractor regarding the clarification of items in this tender schedule. The works contract to be entered into with the successful tenderer will be governed by the CPWD Works Manual in force. The contractor shall strictly adhere to various labour laws in force.
16. To safeguard the persons working at height on roofs, walls, etc., a sufficient number of Industrial Safety nets shall be provided at the tenderer's cost at appropriate levels and locations. The workers, including Supervisors and engineers, should wear personal protective items and safety measures such as helmets, safety belts, shoes, etc., before entering the workplace.
17. The contractor shall follow the norms of the IIMT security system for the movement of men & materials within the Institute premises.
18. The contractor should extend fullest cooperation with the third-party agencies engaged, if any, by IIMT to adhere to the Quality Control Procedures ensuring quality. The contractor should also extend full cooperation to the other contractors who may be doing other works in the same areas to enable them to execute their portions of work without any delay or difficulty.
19. The Contractor shall, in respect of labour employed by him, either directly or through subcontractors, comply with or cause to comply with all the statutory provisions and prevailing labour laws.
20. 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.
21. **Authority of person signing document:** A person signing the tender application or any documents forming part of the contract on behalf of another shall be deemed to warranty that he/she has authority to bind such other and if, on enquiry, it appears that the person so signing had no authority to do so, the IIM Tiruchirappalli may without prejudice to other Civil and criminal remedies cancel the contract and held the signatory liable for all cost and damages.
22. 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.
23. While making payment to the Service Provider, TDS and other statutory deductions will be effected by the Institute.

24. The Income Tax (TDS) shall be deducted at the prevailing rate from the bills, as amended from time to time in accordance with the provisions of the Income Tax Department, and the relevant certificate to this effect shall be issued by IIM Tiruchirappalli to the agency.
25. In case, the vendor fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IIM Tiruchirappalli is put to any loss / obligation, monetary or otherwise, IIM Tiruchirappalli shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms. This shall be in addition to the right of IIM Tiruchirappalli to initiate penal measures against the Service Provider including the termination of the contract.
26. **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.
27. 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).
28. **Jurisdiction:** All disputes arising out of this contract shall be subjected to the Courts at Tiruchirappalli.
29. **Force Majeure:**
  - a. Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
  - b. Force Majeure shall mean fire, flood, natural disaster, or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

**ANNEXURE – I: PROFILE OF THE BIDDER**

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



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

Turnover in the relevant field on contract basis during the last 5 years (from 2018-19 to 2022-23).

Please submit documentary evidence i.e. extract of Profit and Loss account, Balance Sheet & Income Tax return filed.

<b>Financial Years</b>	2021 – 22	2022-23	2023-24
Details of Gross Annual Turnover - (Rs. in Lakhs)			
Average Turnover in last three years	INR _____ in Lakhs		

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

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

**ANNEXURE-II: (PRICE BID - BOQ)**

Sl. No	Description of Works	Qty	Unit	Rate per unit	Total Amount
1	Supply and fixing of name board with LED backlight on ground floor above the gate pillars as per the institute design as given below				
A	IIMT Logo made in aluminium trip cap for a size of 53"x33" (2" depth) made in ACP box with CNC cutting of required colour combination etc complete as per the standard specifications	12	sft		
B	Institute name made in aluminium trip cap letters of 9" height (2 1/4" depth) etc complete as per the standard specifications	42	Nos		
C	Chennai campus name in aluminium trip cap letters of 11.5" height (2 1/4" depth) made in aluminium for side and acrylic sheet for top light surface etc complete as per the standard specifications	13	nos		
D	Base with 3 mm thick ACP sheet of size 20'x4' with the required color combination and including necessary bolts, screws, beading, etc complete as per the standard specifications	80	sft		
E	Supply and fixing of a support structure with MS angle, GI pies, etc., including necessary welding works, etc., complete as per the standard specifications	300	kg		
F	Providing necessary civil works like making pits in earth or pillars, concreting, painting works, and scaffolding as per the site conditions, etc., complete as per the standard specifications ( <i>at 1 Location</i> )	1 whole job	LS		
G	Providing electrical power supply using 2.5 sq. mm three core (PNE) cable including making holes in the wall and PVC pipe and clamps etc complete as per the standard specifications	60	RM		

2	Supply and fixing of name board with LED backlight to be fixed in seventh floor (terrace) parapet wall edge as per the institute design as given below				
A	IIMT Logo for a size of 96"x48" (2" depth) made ACP sheet with CNC cutting(2D) of required color combination etc., complete as per the standard specifications	64	sft		
B	Chennai campus name in GI sheet (0.8 mm thick) box cutting (male & female) with 3' height letters and 3" depth and ACP sheet for light surface, etc., complete as per the standard specifications	120	sft		
C	Base made with 3 mm thick ACP sheet of size 20'x8' with the required color combination including necessary bolts, screws and beading, etc., complete as per the standard specifications	320	sft		
D	Supply and fixing of a support structure with MS angle/flat, etc including necessary welding works, bullet bolts, etc., complete as per the standard specifications	500	Kg		
E	Providing necessary civil works like making pits in walls, concreting, painting works, and scaffolding as per the site conditions, etc., complete as per the standard specifications ( <i>at 2 locations</i> )	2 whole job	LS		
F	Providing electrical power supply using 4.0 sq. mm three core (PNE) cable including making holes in the wall and PVC pipe and clamps, etc., complete as per the standard specifications	150	RM		
G	Supply and fixing of 2P 16A MCB with box, etc., complete as per the standard specifications.	3	Nos		
<b>Total amount including Supply, Lifting, Laying, Fixing, Labour and Packing, Loading, Unloading, Transportation, Freight, etc., and excluding GST</b>					

**ANNEXURE- III: SUBMISSION OF TENDER DOCUMENT**

Application Form for submission of Tender Document

The Chief Administrative Officer (i/c),  
Indian Institute of Management Tiruchirappalli,  
Trichy-Pudukkottai Main Road,  
Tiruchirappalli 6200 24.

**Subject: Tender for Providing and Fixing of LED Name Boards at Chennai Campus of IIM Tiruchirappalli.**

**Reference:** Tender Notice published in IIM Tiruchirappalli website. - **Tender No: 24SP347T dated: 10.02.2025**

Dear Sir,

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

It is certified that I, \_\_\_\_\_ (name of the person)

S/o Shri \_\_\_\_\_

r/o \_\_\_\_\_.

a) am authorized to sign this document on behalf of M/s.

\_\_\_\_\_ (the name of the firm/company which is bidding in this tender) and that our firm/company has never been blacklisted by any of the Government Organizations/Agencies in the past and there is no criminal case registered against our firm/company or its owner/partners anywhere in India.

b) hereby certify that none of my relative (s) as defined in the tender document is / are employed in IIM Tiruchirappalli as per details given in tender document. In case at any stage, it is found that the information given by me is false / incorrect, IIM Tiruchirappalli shall have the absolute right to take any action as deemed fit / without any prior intimation to me.

c) further declare that:

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



# INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

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

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024, Tamil Nadu

Phone: 0431-250 5121/5122 | E-Mail: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in)

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

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Phone: 0431-250 5121/5122 | E-Mail: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in)

## ANNEXURE – IV: LETTER OF AUTHORISATION

### LETTER OF AUTHORISATION FOR ATTENDING SITE VISIT / PRE-BID MEETING / TECHNICAL BID / PRICE BID OPENING

To

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

**Subject:** Authorization for attending **SITE VISIT / PRE-BID MEETING / TECHNICAL BID / PRICE BID OPENING** on.....(date) in the *Tender for Providing and fixing of LED Name boards at Chennai Campus of IIM Tiruchirappalli.*

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

Order of preference	Name	Designation	Contact No	Specimen Signatures
I				
II				

Alternate Representative

Signatures of  
Bidder or  
the Officer authorized to sign the  
bid documents on behalf of the  
Bidder.

#### **Notes:**

1. A maximum of two representatives will be permitted to attend the Pre-Bid Meeting/bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representatives will be permitted when regular representatives are 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, except the Price Bid document.		
2	(Cover 2)	Only Price Bid documents as per <a href="#">Annexure-II</a>		
3		Whether GST Registration Certificate is enclosed.		
4		Whether PAN is enclosed.		
5		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. Audited Annual Accounts, Income Tax Returns and assessment orders for the last three consecutive financial years i.e., 2021-22 to 2023-24. v. Details of completed contracts in the prescribed format during the last three years along with proof with verifiable contacts. vi. Details of ongoing contracts in the prescribed format along with proof with verifiable contacts. vii. All other information/ details/ supporting documents/proof desired in the Tender document.		
6		Whether Technical Bid documents as per <a href="#">Annexure-I</a> of the tender document are submitted.		
7		Whether Undertaking, Near Relative and Declaration Certificate as per <a href="#">Annexure-III</a> to the effect that the bidder had never been blacklisted by any of the Government Organizations/Agencies is submitted.		
8		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 seal?		
9		Whether an <b>Index or Table of Contents</b> of all enclosures to the Technical bid have been prepared and attached with the Technical bid, to facilitate quick reference?		
10		Whether Tender documents have been signed with a seal in all the pages by the bidder.		