



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 THE EMPANELMENT OF TRANSPORT SERVICE PROVIDERS FOR IIM TIRUCHIRAPPALLI

Tender No. 24SP141T dated: 12.11.2024

Details	Date	Time	Venue
Name of Work/ Service	<i>“Tender for the Empanelment of Transport service Providers for IIM Tiruchirappalli”</i>		
Date of issue of Tender Document	12.11.2024	17.30 Hrs. onwards	-
Pre-bid Meeting	19.11.2024	11.00 Hrs.	Deans Office Meeting Room, IIM Tiruchirappalli
Last date of Submission of Tenders	03.12.2024	17.00 Hrs.	-
Opening of Technical Bid (<i>Tentative</i>)	04.12.2024	11.00 Hrs.	-
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	EMD Amount of Rs. 20,000/- (Twenty Thousand Rupees) 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	Rs. 50,000/- (Fifty Thousand Rupees Only) to be remitted by the Empanelled vendors 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 Empanelment Order, failing which the Order will stand cancelled.		
Address for submission of Tender	The Chief Administrative Officer (i/c) Indian Institute of Management Tiruchirappalli Trichy - Pudukkottai Main Road Chinna Sooriyur Village, Trichy - 620 024.		
Mode of Submission of Tender	Speed Post/Registered Post/Courier or Hand delivery – during office hours (9.30 to 17.00 Hrs.) only (To be submitted at Dispatch Section of IIM Tiruchirappalli @ Administrative Wing – 2nd Floor and obtain acknowledgement)		



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NOTICE INVITING TENDER

Over View

Indian Institute of Management Tiruchirappalli (IIMT), an Institute of National Importance, established by the Ministry of Education (Shiksha Mantralaya), Govt. of India. More details about IIMT are available on our website, www.iimtrichy.ac.in.

PERIOD OF CONTRACT

The selected Service Provider shall provide Transport Services for a period of **one year**. However, the contract shall be extended for a further period of up to **Three more years** on a yearly basis if the services provided by the Agency are found to be satisfactory, on the same terms and conditions and at the sole discretion of the Institute. The commencement date of the contract will be reflected in the Empanelment Order, which will be issued to all the Empanelled vendors.

BROAD SCOPE OF SERVICES

- Starting Point:** Tiruchirappalli Central Bus Stand or the office of the service provider, whichever is nearer. The running charges (Rate per km) will be borne by the Institute only for the kilometres from the central bus stand to the Institute and back.
- There are many academic programmes conducted in the Executive Education and Consulting Office of the institute. The programmes shall be conducted with a duration of 1-5 days or as decided by the institute. The vehicles shall be booked for such academic programmes, other official purposes, or events of the institute.
- IIM Tiruchirappalli tentative requirements (These requirements were arrived at based on our previous year's data):

a) Bus:

S. No.	Description	Tentative Requirement of the Institute
1	Duration of the Academic Programme/Event	1-5 days
2	Number of Programmes/Events per year	12
3	Number of Buses required per Programme/Event	1-4
4	Number of Hours required per day	On a need basis
5	Trip details	Pick up and drop guests from Hotels located in Trichy City to IIM Tiruchirappalli Campus
6	Persons	Tentatively 40-45 guests per bus

b) Tempo Traveller:

S. No.	Description	Tentative Requirement of the Institute
1	Duration of the Academic Programme/Event	1-5 days
2	Number of Programmes/Events per year	15
3	Number of Tempos required per programme/Event	1-4

4	Number of Hours required per day	12 (on a need basis)
5	Trip details	Pick up and drop guests from Hotels located in Trichy City to IIM Tiruchirappalli Campus Running within the campus between the Executive Residence and the Canteen
6	Persons	Tentatively 14 guests per vehicle

c) Tentative Annual Requirements (based on previous years' data) for Bus and Tempo-Traveller:

S. No.	Item	Qty	Unit	Description (Tentative)
A	40-Seater Bus AC	96	Days	Vehicle Requirement per day of 12 hrs.
		100	Hrs	Vehicle Requirement per hour beyond 12 hrs
		5400	Kms	Tentative No. of Kms.
B	15-Seater Tempo Traveller (AC)	90	Days	Vehicle Requirement per day of 12 hrs.
		100	Hrs	Vehicle Requirement per hour beyond 12 hrs
		5400	Kms	Tentative No. of Kms.

- The requirement of Buses and Tempos will be provided three days before the commencement of the Journey and for the cars (sedan) and other category vehicles, the intimation will be provided at least 2 hours before the journey.
- In certain emergencies, the vendor is required to arrange the vehicles within 1 hour advance intimation.
- If the requirement of IIMT at any point in time is more than the number of vehicles owned by the bidder(s), it will be the responsibility of the bidder(s) to arrange for the same.
- The vehicles supplied/provided by the agency should have a clean interior, upholstery, well-maintained exterior & noiseless drive.
- All necessary tools like GPS Kit, spare tyre (stepney), operational First-Aid Kit, and fire extinguisher should be available at all times in vehicle(s) to cater for any exigency en route.
- The Drivers should carry necessary papers vehicle insurance, permits, fast tag, Pollution Under Control Certificate, etc., and all other up-to-date records pertaining to the vehicle.
- The drivers deployed to the Institute should be well-trained and experienced and shall possess valid driving licenses. He shall report in proper uniform & carry a mobile phone. Also, the Drivers shall be medically fit, have a clear vision, good conduct and character. The Drivers should be courteous, well conversant with local areas/roads/routes in and around Tiruchirappalli and the suburbs. He should be able to converse in Tamil/English.
- The driver must carry a placard with particulars of the arriving Guest/Officer at the Airport/Railway Station, etc. It is the duty of the driver to ensure the same.
- If the Institute notices that the service/conduct of any of the driver(s) is not in conformity with the standards of the Institute, such driver(s) should be replaced immediately.
- The Driver shall wear WHITE UNIFORM and shall maintain it in good and impeccable condition always.
- If any vehicle provided is found to be not properly maintained/is not presentable, such vehicle(s) shall be immediately replaced with an alternate vehicle of the same or equivalent model in good condition.



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15. Toll tax, parking charges, etc. paid by the agency during the course of providing taxi services/journey will be reimbursed to the Company on an actual basis. These charges are to be paid by the driver of the agency on duty and shall be claimed by the agency along with the bill on a monthly basis. The drivers shall not demand money from the users and the agency should ensure sufficient cash is made available with the drivers to meet such contingent expenditure.
16. The Drivers deputed for duty will conduct themselves with dignity and extend support to guests/users, to load/unload/transport their belongings, if needed.
17. The behaviour of the driver should be polite, cordial, and obedient. He should not have a criminal background or be convicted by any Law enforcement agencies. In case of any misbehavior, in addition to taking legal action, the agency will also be penalized for the same and the decision of the Competent Authority of the Institute in this regard shall be final and binding on the agency.
18. A driver who takes a break for tea/lunch or for any other purpose for a short duration during duty hours, prior intimation/ permission should be given/ taken from/ to the guest/ user/ office/ reception/security of the Institute.
19. The driver should report for duty at the specified time and stay with the car/vehicle during duty hours. He must ensure to fill in the duty slip details – agency Office out time, opening kilometer, release time, closing kilometer, parking charges, etc., and obtain the signature by the guest(s)/user of the vehicle mandatorily. Incomplete trip sheets will not be honored/approved for payment.
20. Agencies should communicate/provide details of the vehicle, driver's name and his mobile number to the concerned section and the guest at least a day before reporting time by e-mail.
21. Whenever the vehicle (bus/tempo) is entering /leaving the campus, the kilometer has to be recorded in the security gate. This will be applicable only if the guests are staying inside the campus.

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.

1. The Bidder (s) should be registered with and Goods and Services Tax Council for the purpose of Goods & Service Tax (GST). A copy of the GST registration certificate has to be submitted with the tender document. A copy of the GST Registration Certificate, PAN, and Bank account details should be submitted along with the Technical Bid. The names appearing on all these documents and the tender document should be the same or linked.
2. The bidder should have a Registered Office with good infrastructure in Trichy. The bidder can be either proprietor/company/partnership firm and the agency should be registered with the statutory authority as prescribed in law.
3. The average annual turnover of the bidder(s) should be at least Rs. 5 lakhs (Rupees Five Lakhs only) in the last three financial years ended as on 31st March 2024 i.e (FY 2021-22 to FY 2023-24). The audited Balance sheet, Profit and Loss statement, and ITR need to be attached.
4. The bidder(s) should have a minimum of Three years of similar work and at least one similar work experience in providing passenger vehicles/Bus as on October 31, 2024 in the field of



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providing passenger vehicles to large organizations (Government/Private/Public Sector Undertakings/Educational Institutions etc.). The bidders should be able to provide supporting evidence such as a copy of the work order and testimonials/completion certificates from clients. Performance Certificates from past clients of equivalent order size (issued in the last three years) need to be attached to the Tender document.

5. The bidder(s) should attach the list of passenger vehicles registered as commercial vehicles in its own name having valid permits (Copies of the vehicle registration certificates, valid permit & Insurance policies to be attached). All the vehicles should not be older than 5 years as on 31.10.2024.
6. All the vehicle documents and updated documents (insurance, permit, etc.) of the vehicles owned by the bidder(s) should be submitted to IIMT.
7. The tenders of the bidder(s) not in possession of valid statutory registrations/permits are liable for rejections.
8. 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>.

2. Earnest Money Deposit: (Refundable – Interest-free)

- a) The Bidder(s) should remit an Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty Thousand only) at the bank account mentioned in **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 unsuccessful bidders will be released after the finalization of the tender.
- c) EMD relaxation will be provided to all Micro, Small, Medium Enterprises and start ups subject to the submission of the relevant document, else the bid will not be considered.

3. Relationship Certificate:

The Bidder should give a certificate as per [Annexure-III](#), that none of their near relatives is working in the units as per the needs to be placed in the Technical bid.



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 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 mentioned and/or not conforming to the technical specifications/requirements of the Bidding documents will not be considered.

6. Technical Bids Criteria:

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

7. Price Bid Criteria:

- a) The priced BoQ should be submitted strictly as per the format attached in [Annexure-II](#), failing which the offer will be rejected (changing the format of BoQ) will not be acceptable **and bids indicating rates anywhere else will be rejected.**
- b) The requirements mentioned in Price Bid are tentative and may be increased or decreased

depending upon the requirements of the Institute.

- c) The rates quoted by the tenderer should be inclusive of all statutory levies such as Labour, insurance, packing, freight, transportation up to the site including loading, unloading and testing fee, etc. except GST and must hold good till the completion of work and shall not be subjected to any escalation. No claim on this account whatsoever shall be entertained at any stage, including the extended period, if any.
- 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 during the execution of work as per site condition, the bidder should provide the same, on need basis, and the payment will be made as per the mutually agreed rate, considering the prevailing market rate.

8. Validity of Bids and Rates:

- a) 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.
- b) The quote shall remain valid and open for acceptance for a period of 120 days from the date of opening the price bid.

Procedure for Submission of Bids

- a) The tender document should be downloaded from the IIM Tiruchirappalli website <https://www.iimtrichy.ac.in/tender-published>.
- b) The Bidder needs to fill in legible handwriting/printing/typing without ambiguity, sign and seal the required bid documents as indicated in the tender document and all the pages of the tender document being submitted must be sealed and signed as per the procedures and requirements stipulated herein.
- c) The Bidder (s) should not make any changes or amendments in the tender document as published in the IIM Tiruchirappalli website.
- d) All correspondence and documents relating to the Tender shall be written in English.
- e) Bidder should take into account the corrigendum/Addendum published from time to time before submitting the bids.
- f) 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.
- g) Bidders should note that they should submit their price bids in the prescribed format given by IIM



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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 A):

The following documents are to be attached by the Bidders along with Technical Bid as per the tender document;

- i. Profile of the Bidder as per [Annexure-I](#).
- ii. Proof of EMD paid receipt or MSME/NSIC Certificate.
- iii. Near Relative Certificate, Declaration and Application form as per [Annexure - III](#).
- iv. Copy of PAN and GST Registration.
- v. Copy of Certificate of Incorporation under Indian Companies Act 1956/2013/Partnership Deed/ Sole proprietorship.
- vi. The list of vehicles needs to be attached
- vii. 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.
- viii. Copy of work orders, testimonials/completion/performance certificates from the present and past clients of equivalent order sized (**received in the last three years as on 31st October 2024**) with verifiable contacts need to be attached with the Tender document.
- ix. A copy of the acknowledgement of Income tax returns filed and audited accounts statement for the last three financial years (2021-2022 to 2023-2024).
- x. Duly Signed Tender document and it's all annexures.
- xi. All other documents mentioned in the tender document and its Corrigendum (If any), 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 the Empanelment of Transport service Providers for IIM Tiruchirappalli”**.

b. Price Bid - (Cover B)

The price must be quoted as per the format specified for all the items, failing which the tender shall be rejected.

Duly filled Price Bid as per **Annexure-II** alone 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 the Empanelment of Transport service Providers for IIM Tiruchirappalli*”.

c. Master Envelope

The two inner envelopes A & B should be placed in the Sealed Master Envelope which should be super scribed as “*Tender for the Empanelment of Transport service Providers for IIM Tiruchirappalli*” and must reach us by Registered Post/Speed Post/Courier/hand delivery before the deadline.

If the two inner envelopes A & B and the one outer envelope (i.e., larger envelope) are not marked as instructed, the bid will be rejected, and IIM Tiruchirappalli will assume no responsibility for misplacement of the envelopes, if any. Any unsealed bid will be rejected.

Pre-Bid Meeting:

A Pre-Bid Meeting with the intending bidders will be conducted in person at Deans Office Meeting Room, Administrative Block, IIM Tiruchirappalli on **19.11.2024 at 11.00 Hrs.** to clarify doubts that shall arise before submitting the bids.

If the bidders, who are unable to visit IIM Tiruchirappalli in person to attend the pre-bid meeting, can join the meeting through virtual mode. 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 before **15.00 Hrs., on 18.11.2024** to attend the Pre-bid meeting as per the format enclosed vide [Annexure-IV](#) without which the firm will not be allowed to participate in the Pre-bid Meeting.

The Bidders are requested to mail their doubts/queries to purchase@iimtrichy.ac.in before the pre-bid meeting, i.e. by **17.00 hrs., 18.11.2024**, 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 **04.12.2024 at 11.00 Hrs.** in the presence of the bidders or their authorized representatives through physical/Virtual 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 to 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](#).

Note: The Bidder or his representative should come in person to attend the Tender Opening along with their Company ID Card and government-issued ID Proof. The committee will verify the Documents in the presence of the bidders and seek clarifications.

Evaluation of Bids

- a) A physical visit of the premises (if required) will be carried out by IIM Tiruchirappalli to check the services, amenities, etc., by the committee constituted for this purpose for ground validation. If the vehicles are not found suitable as per the requirement of IIM Tiruchirappalli as recommended by the committee, the price bid of the bidder will not be opened.
- b) The Technical bid will be opened first and evaluated. The Financial bid of only those bidders whose technical bid is found to be technically qualified by the Committee will be opened. The bidders are therefore advised to check the contents of the Technical bid documents to ensure that all requirements as per the tender have been provided in Cover 1 (Technical Bid).
- c) The institute reserves the right to seek clarifications or additional information/ documents from any bidder regarding its technical bid. Such clarification(s) or additional information/document(s) shall be provided within the time specified for the purpose.

Opening of Price Bid and Award of Empanelment

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

a) **Award of Empanelment:**

The final selection of vendors will be as per the following selection process:

The bidder who quotes the lowest rate shall be declared as the successful bidder (L1) for that particular vehicle category. Accordingly, the successful bidders will be empaneled to provide transport services. If more than one bidders quote the same rates, the order shall be split amongst the respective L1 vendors, based on the requirements of the Institute.

The bidders other than the L1 bidder shall be asked to match the rates of the L1 vendor in respective categories. The orders shall be issued on a rotational basis among the empaneled vendors who agree to match the L1 rates.

If the bidders do not agree to match the L1 rates, the bidder who has quoted the lowest rate shall be declared as L1 for the particular category of vehicle service and others will be declared as L2, L3, etc., based on the ascending order of the rates quoted by them. If the vehicles offered by L1 are not adequate, then the L2 vendor will be offered the balance of vehicles up to the number of required vehicles. In this process, successive vendors will be approached till the full requirement of the vehicles is met.

The Performance Security Deposit shall be retained till the contract period is over. If the empaneled vendor does not pay the Security Deposit, the vendor shall be blacklisted.

The rate shall remain constant and valid during the entire period of empanelment.



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- b) IIM Tiruchirappalli reserves the right to negotiate the quoted price, with the successful Agency(ies) to arrive at the fair and reasonable price.
- c) IIM Tiruchirappalli reserves the right to give a counter-offer to the negotiated L1 rates to other bidders for matching the L1 rates. All other terms and conditions of this document shall remain operative even if a counter-offer rate is offered to the Agencies.
- d) The Successful bidder/s should accept the offer within 10 days from the date of receipt of the “Letter of Offer”, failing which the offer will be cancelled.
- e) In case the successful bidder backs out before the actual award or execution of the agreement or declines the offer of empanelment, for whatsoever reason(s), IIM Tiruchirappalli will have the right to forfeit the EMD.
- f) It is clearly understood by the parties that no financial liability of any type is created by the issuance of the work order. The Institute does not guarantee any minimum business or assignment which will depend on the requirements, financial resources available, and the performance of the agency/hotel.
- g) Any act on the part of the bidder to influence anybody in the institute is liable to rejection of his bid.
- h) The decision of the Competent Authority, IIM Tiruchirappalli will be final in all matters relating to this tender. The Institute reserves the right to accept or reject all the offers including the lowest without assigning any reason.

General Term & Conditions

1. To ensure a comfortable ride for passengers, the air conditioning in the vehicle (Bus and tempo) should be turned on at least 30 minutes before the start of the trip. This will allow the vehicle to cool down before the passengers board, so they will not feel suffocated during the trip. ***The bidder should quote the rates including the AC Charge also.***
2. If a particular car/vehicle model requisitioned is not available, an equivalent/identical model should be arranged at the same rates.
3. The agency should not charge extra mileage and hours utilized by drivers for food and fueling etc.
4. The vehicles should comply all the provisions of the Motor Vehicle Act, 1988 as in force from time to time, and fit for hiring, during the period of the contract.
5. **Fixation of Fuel Charges**

The bidders should quote the running charges based on the current fuel price, i.e., the price of diesel as of the date of publication of this tender at Trichy (base price). Based on the price of diesel on every 1st of the month, escalation/de-escalation in the running charge will be calculated as a proportion of the price of diesel on the 1st of the month to the base price.



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A sample calculation is given below:

$$\begin{array}{l} \text{Running Charge} \\ \text{for the month of} \\ \text{November 2024} \end{array} = \frac{\text{Running charge quoted in BoQ} \times \text{Price of diesel on 01.11.2024}}{\text{Base Price}}$$

6. PAYMENT TERMS

- a) No advance payment will be made in any case.
 - b) The vendor should provide a System Generated Invoice and handwritten bills are not acceptable.
 - c) The Service Provider should submit the bill in the form of a Tax Invoice containing the details of the GST Registration number of the Service Provider and IIM Tiruchirappalli (33AAAAI5004R1ZO) along with HSN/SAC code every month.
 - d) Payment against bills shall be made only after satisfactory services are certified by the Administration. No interest will be payable on the nonpayment due to delayed submission of bills and non-satisfactory services.
 - e) The payment will be settled normally within 15 working days from the date of submission of final/revised bill along with trip sheets. Computerized bills should be submitted in the prescribed format with no blanks or incomplete details or with corrections/overwriting/whitening. The Trip sheets shall be designed in consultation with the institute.
 - f) The Toll, Parking bills, etc., needs to be submitted in both Original and scanned copies. Institute will not be liable for the contents faded in the bills and no payment shall be made for such bills.
 - g) In case, the contractor(s) fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IIM Tiruchirappalli is put to any loss/obligation, monetary or otherwise, IIM Tiruchirappalli shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms. In such instances, IIM Tiruchirappalli could initiate penal measures including the termination of the contract
 - h) 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 the Service Provider's bills.
7. Institute or its authorized officers may make a discreet enquiry or may visit/inspect the office premises of the agency to ascertain the infrastructure and condition of vehicles. The Institute may also engage an Investigator to inspect and submit the report which will be taken into account for evaluation of Technical Bid.
8. The trip sheet should have vehicle number, start time, end time, trip details, trip distance, waiting time, nighttime charges, and any other information as deemed fit.

9. Penalty Clause:

- a) Deficiency/delay in Service/work will be construed as lapses on the part of the Service provider. Such lapses due to the Service provider will be viewed seriously, and penalties will be imposed on the Service Provider in case of any delay in providing the required services as covered by this Tender within the stipulated date and timings.
- b) Deduction on account of unsatisfactory services and improper maintenance of the vehicles (at the rate of 4 times the average cost) will be made from the monthly bills for, but not limited to each of the following reasons without proper justification:
 - i. Not providing the service on any day.
 - ii. Missing trip on any day (frequent missing trips will attract higher penalty including cancellation of contract).
 - iii. Not maintaining the bus neat and tidy.
 - iv. Providing bus not conforming to the requirements specified in this document.
 - v. Misbehavior by the Driver / Attendant.
 - vi. Overspeeding
 - vii. Not adhering to the time schedule.
 - viii. Failure to bring back all students/persons who were dropped, if any.
 - ix. Non-availability of complaint/suggestion book in the vehicle.
- c) IIM Tiruchirappalli reserves the right to impose the penalty, and the quantum of the penalty will be decided in individual cases, and the decision of the competent authority at IIM Tiruchirappalli shall be final and binding.

10. Quality of the Service:

If it is observed at any stage that the quality of the service provided by the service provider is not satisfactory, the contract/ work order as a whole shall be terminated and the Security deposit forfeited. Applicable penalties would be levied from the amount payable to the Service Provider on such termination, and the balance amount, if any, would be paid. The competent authority's decision in the matter of penalties would be final and binding.

11. Forfeiture of Earnest Money:

The earnest money will be forfeited in the following cases:

- a) Earnest Money is liable to be forfeited. 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 the successful tenderer does not deposit the security money after the work order is given or does not commence the performance under the contract within the stipulated time.
- c) If the successful bidder(s) fails to complete the work within the prescribed time after the confirmed orders.
- d) When information/certificate/document furnished is found to be false at any stage.



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- e) When the bid documents are manipulated or altered after they are downloaded from the website.

12. Performance Security Details:

- a) The Empanelled Vendor will be required to remit an interest-free Performance Security Deposit of **Rs. 50,000/- (Rupees Fifty Thousand only)**. The EMD amount paid by the successful bidder will be converted into Security Deposit. The security deposit will be refunded to the Service Provider after duly performing and completing the contract period.
- 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) If the contract is further extended at the sole discretion of the Institute, the security deposit will be collected as per the Government of India orders prevailing, on the subject, at the time of extension of the contract. IIM Tiruchirappalli reserves the right to fix the percentage of the security deposit that would be collected at the time of extension of the contract, within the permissible range and based on the value of the work order.
- d) In case, the Service Provider fails to provide the required services as covered by this tender as per the terms and conditions, the same will be obtained from the open market, and the difference of cost, if any, will be recovered from the EMD or the pending bill(s) of the defaulting firm or the Service Provider if the recoverable amount exceeds the EMD and there are no pending bills due to be paid to the respective Service Provider.

13. Termination of Contract:

- a) IIM Tiruchirappalli shall, without prejudice to any other remedy for breach of contract, terminate the contract in whole or in parts in the event of the following:
- If the Service Provider fails to provide the services within the period (s) specified in the contract or any extension thereof granted by the Institute.
 - If the Service Provider fails to perform any other obligation(s) under the contract.
 - If the Service Provider is declared insolvent by the competent Court of Law without any notice.
- b) IIM Tiruchirappalli can terminate the contract with a three-month notice in case the services are not found satisfactory. In such a case, IIM Tiruchirappalli will pay based on the actual duration for which the services were used during the period in question.
- c) The service provider will be required to give **three months'** notice in writing of their intention to leave or discontinue their service. This contract can be terminated with a notice period of three months by either side.
14. The Institute will confirm the booking of vehicles (Cars) at least two hours in advance and the agency should be able to provide the vehicles any time of the day, even during odd hours, on a need basis. The agency should also be ready to provide vehicles at short notice (1 hour before



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reporting time) to supply A/C cars at approved rates during important occasions like Governing Council Meetings, Visit of high-level Dignitaries, etc.,

15. The Institute shall not be liable for any damage to the vehicles due to accidents or unforeseen reasons like fire, floods or other natural/manmade calamities arising out of accidents or while driving vehicles. Further, the Institute shall have no liability to pay compensation for any such incidents/accidents to any individual/Government/statutory bodies. The agency, shall alone, will be responsible and liable for all such statutory obligations as per law.
16. In case of any damage or any injury caused/due to negligence by the Driver while on duty either to the Institute's property or personnel including students and visitors of the Institute, the agency, shall alone, be responsible for compensating to any or all such damages/ injuries.
17. In case the agency fails to provide vehicle(s) or if the driver(s) fail to report within a reasonable time beyond schedule, the Institute reserves the right to explore/hire services from any other agencies and recover the proportionate cost from the monthly bill of the agency for such
18. level of vehicle. All the charges towards repair/servicing, the salary of the driver, fuel expenses, and any other incidental expenses on operations & maintenance of the vehicles deployed on the IIM Tiruchirappalli site shall be borne by the successful bidder(s).
19. The vehicles deployed on the IIM Tiruchirappalli site should be insured in all respects by the successful bidder(s). In case of any accident or theft etc., all the claims arising out of it will be met by the bidder(s). IIM Tiruchirappalli shall not be liable in any matter whatsoever.
20. Storage/consumption of any alcoholic drink/ liquor is strictly prohibited. The driver on duty should not consume liquor/smoke/consuming tobacco or any other items, which is prohibited inside the premises of IIMT and also during the trips. If found, the contract shall be terminated without any notice and the pending bills and security deposit paid by the bidders shall be forfeited.
21. The tampering of meter readings, vehicle usage timings, overwriting of Summary/log sheet, and misbehavior of the driver while on duty shall be viewed seriously, leading to the cancellation of the contract.
22. The Service Provider shall not engage any person below 18 years of age.
23. Notwithstanding any clause/conditions above, the bidder may note that the vehicles provided / drivers deployed shall adhere to flexibility in timing/usage considering the academic nature and work of the IIMT.
24. **Cancellation Charges** – No cancellation charges will be paid if the booked vehicle is cancelled three hours before the scheduled trip, However, if the vehicle has reported to the designated location and then the booking is cancelled, the cancellation charges will be paid for the fuel charges only.



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25. **Last Payment:** The last payment of the service provider will be cleared only after obtaining clearance of any liabilities pending in the Institute.
26. **The signing of Contract:** The successful bidder shall be required to execute the Contract Agreement accepting all terms and conditions stipulated herein on a valid non-judicial stamp paper within ten working days from the issue of the Work Order along with interest-free performance security deposit. In the event of failure on the part of the successful bidder to sign the contract within the period stipulated above, the EMD shall be forfeited, and the acceptance of BID shall be considered as cancelled.
27. 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.
28. **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 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.
29. 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.
30. While making payment to the Service Provider, TDS and other statutory deductions will be effected by the Institute.
31. 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 IIM Tiruchirappalli shall issue the relevant certificate to this effect to the Agency.
32. In case the Service Provider(s) fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof IIM Tiruchirappalli is put to any loss/obligation, monetary or otherwise, IIM Tiruchirappalli shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Agency, to the extent of the loss or obligation in monetary terms. This shall be in addition to the right of IIM Tiruchirappalli to initiate penal measures against the Service Provider, including the termination of the contract.
33. 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).



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34. The Work covered by this Tender is a whole and complete job and will not be split for the award of Work.
35. **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.
36. **Jurisdiction:** All disputes arising out of this contract shall be subjected to the Courts at Tiruchirappalli.
37. **Force Majeure:**
- 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.
 - Force Majeure shall mean fire, flood, natural disaster, or other acts such as war, turmoil, sabotage, explosions, pandemics, epidemics, quarantine restriction, strikes, lockouts, etc. which are beyond the control of either party.

ANNEXURE – I: (TECHNICAL BID)

PROFILE OF THE BIDDER

EMD Transaction/Exemption Eligibility Details		Transaction Ref No: _____ dated: _____ If exempted Provide Valid Certificate Number: _____	
Sr. No	Required information	Description	
1	Name of the Company		
2	Address of the Company		
3	Legal status (Private/Public Limited company)		
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 Company	
		PAN No. of the Company	
		GST No. of the Company	



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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 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 Contract basis during the last three years (from 2021-22 to 2023-24). Please submit documentary evidence i.e. extract of Profit and Loss account, Balance Sheet & Income Tax return filed.

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



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

S. No.	Name of the organization with complete postal address	Nature or type of Work undertaken	Period for which the contract is/was awarded	Work order Value in 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

Part A

S. No	Item	Requirement	Unit	Description	Total (Rs.)
A	40 Seater Bus AC	1	Day	Vehicle Hire Charges per day of 12 hrs.	
		1	Hour	Vehicle Hire charges per hour beyond 12 hrs	
		1	Day	Driver Bata per day upto 18 hrs.	
		1	Km	Running charges per Km	
TOTAL					
B	15 Seater Tempo Traveller (AC)	1	Day	Vehicle Hire Charges per day of 12 Hrs.	
		1	Hour	Vehicle Hire charges per hour beyond 12 Hrs.	
		1	Day	Driver Bata per day upto 18 Hrs.	
		1	Km	Running charges per km	
TOTAL					

Note: The annual requirements are given in the broad scope of services.

Part B - Pick up and drop services

S. No	Type of Vehicle	Pickup & Drop From Airport/SRM Hotel to IIMT and Vice versa	Pickup & Drop From Central Bus Stand to IIMT and Vice versa#	Pickup & Drop From Panjapur Bus Stand to IIMT and Vice versa
1	Sedan AC			
2	Hatchback Car AC			
3	Hatchback Car Non-AC			
4	Innova Crysta AC			

Part C - Taxi Services

S. No	Type of Vehicle	FOR OTHER TRAVEL REQUIREMENTS OF THE INSTITUTE							Charges for extra kms	Charges for extra hours
		3 hrs & 50 kms	5 hrs & 50 kms	6 hrs & 60 kms	7 hrs & 70 kms	8 hrs & 80 kms	9 hrs & 90 kms	10 hrs & 100 kms	Rate per extra km	Rate per extra hour
1	Sedan AC									
2	Hatchback Car AC									
3	Hatchback Car Non-AC									
4	Innova Crysta AC									
5	15 Seater Tempo Traveller (AC)									

Part D - Other Travel Requirements of the Institute

S. No.	Type of Vehicle	For other travel requirements of the institute	Charges for kms	Charges for extra hours
		Day rent for 12 hours	Rate per km	Rate per extra hour
1	Sedan AC			
2	Hatchback Car AC			
3	Hatchback Car Non-AC			
4	Innova Crysta AC			
DRIVER BATTAs				
For 12 Hours				
Upto 18 Hours				



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Part E - Outstation Trips

S. No.	Type of Vehicle	For other travel requirements of the institute	Charges for kms	Charges for extra hours	Halting Charges per night
		Day rent for 12 hours	Rate per km	Rate per extra hour	
1	Sedan AC				
2	Hatchback Car AC				
3	Hatchback Car Non-AC				
4	Innova Crysta AC				
5	15 Seater Tempo Traveller (AC)				
6	40 Seater Bus AC				
DRIVER BATTA					
For 12 Hours					
Upto 18 Hours					

Note:

1. The bidders can quote for all parts (Part A to Part E) mentioned above or they have options to choose the parts they would like to provide the services.
2. Evaluation shall be made separately for each part.

G. Cancellation Charges

S.No.	Vehicle Type	Cancellation Charges (if cancelled within 3 hours of travel)
1	Sedan AC	
2	Hatchback Car AC	
3	Hatchback Car Non-AC	
4	Innova Crysta AC	
5	15 Seater Tempo Traveller (AC)	
6	40 Seater Bus AC	

Note:

No Allowances or other facilities are applicable when Driver Batta is provided.



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ANNEXURE – III: SUBMISSION OF TENDER DOCUMENT

To

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

Subject: Tender for the Empanelment of Transport service providers for IIM Tiruchirappalli.

Reference: Tender Notice published in IIM Tiruchirappalli website. - **Tender No 24SP141T dated: 12.11.2024**

Dear Sir,

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

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

a) am authorized to sign this document on behalf of M/s. _____ (the name of the firm / company which is bidding in this tender) and that our firm / company have never been blacklisted by any of the Government Organization / Agencies in the past and there is no criminal case registered against our firm / company or its owner / partners anywhere in India.

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



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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.
- iv. I understand that the IIM Tiruchirappalli reserves the right to accept or reject and to cancel the Tender and reject all bids at any time prior to the award of the contract, without detailing any specified reasons whatsoever

Place: _____

Signature _____

Name _____

Date: _____

Designation: _____

Seal of agency / Firm / Company



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ANNEXURE – IV: LETTER OF AUTHORISATION

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

To

The CAO (i/c)
IIM Tiruchirappalli
Pudukkottai Main Road,
Chinna Sooriyur Village,
Tiruchirappalli - 620 024

Subject: Authorization for attending Pre Bid / Technical Bid/ Price Bid Meeting on.....(date) in the *Tender for the Empanelment of Transport service providers for IIM Tiruchirappalli.*

Following persons are hereby authorized to attend the 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.

Notes:

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

Signature of the Bidder with seal

CHECKLIST FOR DOCUMENTS TO BE ATTACHED WITH THE TENDER

Sl. No	Covers	Details	Remarks	Tick (✓)
1	(Cover 1)	All the documents and Annexures, except Price Bid document.		
2	(Cover 2)	Only Price Bid documents as per Annexure – II		
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: <ul style="list-style-type: none"> i. Registration/ Incorporation details of the bidding firm/Agency/ Company ii. Documents in support of Legal Status of the Bidder. Copy of Registered Partnership Deed or Articles / Memorandum of Association in the case of partnership firm or Private Limited Company. iii. Authorization / Power of attorney for signing the tender document iv. Audited Annual Accounts, Income Tax 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 as on 31st October 2024, 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 <u>Annexure-I</u> of the tender document is submitted.		
7		Whether Undertaking, Near Relative and Declaration Certificate as per <u>Annexure-III</u> to the effect that the bidder had never been blacklisted by any of the Government Organization / 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 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?		
10		Whether Tender documents have been signed with the seal on all the pages by the bidder.		