

**NOTICE INVITING TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE
CONTRACT FOR CHILLER PLANT AT IIM TIRUCHIRAPPALLI**

Tender No. 24SP231T dated: 17.12.2024

Details	Date	Time	Venue
Name of Work/ Service	<i>“Tender for Comprehensive Annual Maintenance Contract for Chiller Plant at IIM Tiruchirappalli”</i>		
Date of issue of Tender Document	17.12.2024	17.00 Hrs. onwards	-
Pre-bid Meeting	24.12.2024	11.00 Hrs.	Deans Office Meeting Room, Administrative Block, IIM Tiruchirappalli.
Last date for Submission of Tenders	07.01.2025	17.30 Hrs.	-
Opening of Technical Bid (<i>Tentative</i>)	08.01.2025	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 Rs. 90,000/- to be remitted in the below IIM Tiruchirappalli Bank Account through online mode. Bank Account Details Name of the Beneficiary: IIM Tiruchirappalli Bank Name: State Bank of India SB A/c. No: 32170808935 IFSC Code: SBIN0071187		
Copies of payment transaction receipt for EMD have to be attached to 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 the tender document.			
SD Amount	5% of work order value to be remitted by the successful Bidder to IIM Tiruchirappalli as SD. The SD amount will have to be remitted to IIM Tiruchirappalli within seven days along with the letter of acceptance from the receipt of the Work Order, failing which the Work order will stand cancelled.		
Address for submission of Tender	The Chief Administrative Officer (i/c) Indian Institute of Management Tiruchirappalli Trichy - Pudukkottai Main Road Trichy - 620 024.		
Mode of Submission of Tender	Speed Post/Registered Post/Courier or Hand delivery – during office hours (9.30 to 17.00 hrs.) only (To be submitted at Dispatch Section of IIM Tiruchirappalli @ Administrative Wing – 2 nd Floor and obtain acknowledgment)		

Contents

OVER VIEW	3
PERIOD OF CONTRACT	3
SCOPE OF WORK	3
Eligibility Conditions for Bidders	15
Instructions to Bidders	16
1. Downloading of Tender Document.....	16
2. Earnest Money Deposit.....	16
3. Relationship Certificate.....	16
4. Amendment to Bid Document.....	17
5. Conditional Bids	17
6. Technical Bids Criteria.....	17
7. Price Bid Details	18
8. Validity of Bids and Rates.....	18
Procedure for Submission of Bids	18
1. Bid Submission:	19
a. Technical Bid – (Cover 1)	19
b. Price Bid - (Cover 2)	20
Pre-Bid Meeting	21
Opening of Technical Bid	21
Opening of Price Bid	21
General Term & Conditions	22
11. Payment Terms	22
12. Penalty Clause	22
13. Forfeiture of Earnest Money:.....	23
14. Performance Security Details.....	23
ANNEXURE – I: PROFILE OF THE BIDDER	26
ANNEXURE-II: (PRICE BID - BOQ)	29
ANNEXURE – III: SUBMISSION OF TENDER DOCUMENT	30
ANNEXURE – IV: LETTER OF AUTHORISATION	32
CHECKLIST FOR DOCUMENTS TO BE ATTACHED WITH THE TENDER	33

NOTICE INVITING TENDER

OVER VIEW

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

IIM Tiruchirappalli invites Tender for *Tender for Comprehensive Annual Maintenance Contract for Chiller Plant at IIM Tiruchirappalli*.

Service Description	Estimated Annual Tender Value	Interest free Performance Security Deposit
<i>Tender for Comprehensive Annual Maintenance Contract for Chiller Plant at IIM Tiruchirappalli</i>	Rs. 18,00,000/-	5% of Work order Value

PERIOD OF CONTRACT

The selected Service Provider shall operate the Chiller Plant at IIM Tiruchirappalli for a period of three years. The commencement date of the contract will be reflected in the Work Order, which will be issued to the selected Bidder.

SCOPE OF WORK

High Side Work

1. Comprehensive maintenance of Dunham Bush makes 03 Nos. x 400 TR capacity screw type water chilling machines and to ensure the desired water flow rate and chilled/hot water temperature, which is mandatory on a daily basis.
2. Regularly checking and replacement of electrical spares, contactors, ACB spares or any other type of electrical spares, checking and cleaning of electrical panels.
3. Regularly checking and cleaning of cooling towers, expansion tank, y-strainers and pot-strainers.
4. Regularly checking, cleaning and replacement of all mechanical parts/components which are found defective.
5. The AC Plant will be operational round the clock (24 X 7) on all days including Sundays and Holidays or as required at site.
6. The scope of CAMC is inclusive of routine check-up of equipment and attending to its preventive maintenance as well as breakdown maintenance.
7. If a chill water pipeline is damaged, the agency is responsible for restoring it. The chiller plant will not be shutdown, in no situation except for specifically as required for the breakdown maintenance activity. For any breakdown maintenance activity, approval of the institute is mandatory. All the necessary materials, welding etc., will be under the scope of the agency.
8. Regular cleaning of plant room, cooling tower area and weekly report to be submitted to the estate office.

9. Periodical painting (spray/brush) of all equipment, pipes installed in the plant room and at cooling tower area complete, using ISI mark synthetic enamel paint once in a year or as and when directed by the estate office.
10. Since the CAMC service is a specialized category, the contractor should deploy only the skilled/duly trained/qualified employees with a minimum of 5 years' experience who can maintain the plant comprehensively. In case any un-skilled deployment is noticed, institute reserves the right to cancel the contract. The deployment of technician should be done after the candidate's interaction with the administration of IIMT.
11. The following records to be maintained and report to be submitted to the Engineer i/c
12. Maintenance of register.
13. Logbook.
14. Any other registers as directed by an engineer in charge.
15. Individual Job card of each equipment.
16. History card of all the equipment to be maintained.
17. The contractor should not change the specifications of the spare material, while repair or replacement is done, and if any difficulty arise, the agency should seek the approval of the Engineer In-charge.

SCHEDULE OF WORK (High side & Low side work)

1	Chiller	Monthly inspection and service	1. To check refrigeration level, leak test with electronic detector. If abnormal, to trace the leak spot and rectify as deemed necessary and the same should be recorded in the job card.
			2. To inspect level and condition of the compressor oil. If abnormal, trace fault and to rectify after informing estate office in writing and the same should be recorded in the job card.
			3. To check the liquid line sight glasses for proper flow.
			4. To check all operating pressure and temperature.
			5. To inspect and adjust, if required, all operating safety control.
			6. To Lubricate vane /linkage/bearings.
			7. To visually inspect machine and associated components and listen for unusual sound or noise for evidence of unusual condition
			8. To check lock bolts and chiller spring mount.
			9. To review daily operating log book maintained by operating personnel.

			10. To submit written report to the estate office about , the service carried out, adjustment made, rectification carried out .If the deficiency is of a major nature, to get the approval of the estate office for shut –down and to rectify the deficiency.
2	Chiller	Annual inspection	1.To perform all functions during monthly check.
			2.To check all flanges for tightness.
			3. To change the compressor oil in oil the sump, if oil level is decreased.
			4. To replace oil filter and gasket, if required .
			5. To check oil temperature sensor's working condition and to replace when required.
			6. To check motor terminals regularly and to maintain.
			7. To check the connections in the starter regularly and to maintain.
			8. To check motor earthing and connection wiring on each leg using meggar regularly and to maintain.
			9.Periodical checkup of motor temperature and to tighten motor terminals.
			10. To check starter contact, shield, transformer etc. and if the same is found in weak condition ,it should be replaced .
			11. To test and calibrate over load setting of all motors and pump system, periodically.
			12.All the gauges, safety controls, including low temperature and high-pressure cutouts, oil pressure, load limit relay and electrical interlocks are to be calibrated and adjusted to the original specification.
			13. To inspect condenser tubes for fouling, if fouling exceeds original specifications the contractor shall carry out cleaning of the tubes at his own expense. Yearly de-scaling is to be done. If site conditions necessitate it to do every six months, the agency should do the same as directed by Engineer In-charge. The scope is under the agency's responsibility.
			14.Once a year as directed by Engineer in charge, the chill water to be completely drained, cleaned and refilled with new water .

3	Water pumps	Daily/Monthly Inspection	1. To inspect all the water pumps and to maintain.
			2. To check all seals glands and pipelines for leaks and rectify whenever necessary.
			3. To check all pump bearings and lubricate with oil or grease and to replace whenever necessary.
			4.To check the alignment and condition of all rubber couplings between pumps and drive motors and to rectify whenever necessary.
			5. To check all bolts and nuts for tightness and tighten as and when necessary.
4	Water pumps	Annual Inspection	1. To perform all necessary maintenance activities, which are required for monthly check. (including repair and maintenance)
			2. To check motor earthing and connection wiring on each leg using meggar and to attend whenever required.
			3. To tighten motor/pump terminals, regularly.
			4. To Check Starter contacts & VFD working condition and if any issue is noted in the starter & VFD, it should be repaired or replaced.
			5. To test and calibrate overload settings and to maintain.
5	Expansion tank	Annual Inspection	To inspect expansion tank, Drain, Clean and flush out tanks and to attend to the maintenance activities whenever necessary.
	Air handling Units/Heat recovery wheel	Monthly inspection	1. To inspect all air handling ,HRWs and fan coil units and to attend when required.
			2. To check all air filter and clean or change filters and whenever required.
			3. To check all water coils, seals and pipelines for leaks and to replace whenever required.
			4. To check and re-calibrate modulating valves and controls, regularly.
			5.To Check all fan bearings and lubricate with grease as and when required.

			<p>6.To Check the tension of all belt drives and adjust as and when required .If the belt is damaged/weak, it should be replaced by the agency.</p> <p>7.To check and clean all the condensate tray and drains.</p> <p>8. To check, measure and re-calibrate all sensors whenever required.</p> <p>9. To check, clean and service smoke detectors. Carry out a system test to ensure that the smoke detector trips the AHU 's</p> <p>10. To Check spring vibration isolators for abnormal vibration and to maintain.</p> <p>11.Coil cleaning</p> <p>(a) Spraying of high pressure clean water(not exceeding 30 psi)</p> <p>(b) with chemical spray , if necessary as per the direction of Engineer In-charge</p> <p>12.To inspect of the entire duct system for air leaks. If any leaks are found, the agency should repair and maintain.</p>
7	Air handling units/Heat recovery wheel	Annual inspection	<p>1.To perform all the necessary functions for monthly check, as directed by Engineer In-charge.</p> <p>2.To tighten motor terminals, periodically.</p> <p>3. To check starter contacts, periodically & to rectify if required.</p> <p>4.To test and calibrate overload settings, periodically and to maintain.</p>
8	Air cooled packaged units and precision air condition equipment	Monthly inspection	<p>1.To Check condenser fan motor load ampere and to maintain.</p> <p>2. To check fan and motor mounting brackets and to maintain.</p> <p>3.To Check the Shafts and bearings. Lubricate with grease as and when required.</p> <p>4. To Check the tension of all belt drives and adjust as and when required.</p> <p>5.To check for refrigerant leaks with electronics leak detector and if any leaks noticed the agency has to refill the gas.</p>

			6.To check electrical terminals and contactors operation and connections for tightness and to be ensured.
			7.To check refrigerant line driers and moisture indicators and to maintain.
9	Air cooled packaged units and precision A/C equipment	Annual inspection	To Perform all the maintenance activities as listed in the monthly check.
10	Air distribution system	Monthly and annual inspection	1.To Check operation and working condition of all modulating and fixed dampers, AV controlling air flow unit. Lubricate all damper bearings and linkages as and when required.
			2.To Carry out space temperature checks on air -conditioned areas with a thermo hydrograph. Balance air flow (CFM) as necessary to compliance with room requirements to be monitored and maintained. These checks include the calibration of sensor, thermostat. Etc. complete.
11	Electrical Panel	Monthly and annual inspection	1. To clean and adjust all switch gear, contactors, relays and associated electrical equipment at regular intervals and to record in the job card.
			2.The thermal overload & protection to be checked & operated.
			3.To check and ensure the tightness of all the equipment fastenings and cable terminations within switch boards, periodically.
12	Piping system	Monthly and annual inspection	1. To check all the piping system for leaks and repair. The same should be maintained properly.
			2. To Check for damage and deterioration of insulation of sheathings and to rectify the same.

	Consumable materials	<p>The contractor shall arrange the following consumable materials as and when required:</p> <ol style="list-style-type: none"> 1. All oil and greases required for lubrication of compressors. Fan bearings. Motors bearings. Pivots and other moving parts etc., complete. 2. All refrigerant required for topping up. Refrigerant loss if due to manufacturing defect or due to negligence shall be made good by the contractor. 3. All consumable filter, fins, seal elements/rolls at the chiller plant. 4. All chemicals for the correct chemical treatment of the cooling tower and chilled water systems. 5. All carbon brushes required to replace in electric motors. 6. Yearly fins in the cooling tower need to be replaced as directed by the Engineer in charge, ensuring optimal performance and compliance with standard operation & maintenance procedure. 6. All electric contact points required to replace worm electric contact points in switchgears, motor starter gears electronic control gears and electric relays. 7. All electric fuses required to replace blown fuses. 8. Prior to the expiry of the tenure of the contract, the agency should carry out a complete system operability test on all the system including the sub- systems as mentioned in the scope of the contract as directed by the engineer in charge. 9. The purpose of the test is to verify that the performance of all the systems of sub-systems in the contract are functioning in good condition as mentioned in the scope of the contract.
--	----------------------	---

LOW SIDE WORK

18. The checking and replacement of starters, contactors, controls or any other type of electrical spares and if fault is noticed, to be repaired or replaced.
19. To check the control devices like modulating motor, thermostats solenoid switches etc., and if fault is noticed, to be repaired or replaced.
20. The cost of materials like kerosene oil, cotton dhoti, grease, Mobil oil, nut-bolts, washer, and vibration pads for the purpose of regular maintenance are inclusive in the quoted rate.
21. The CAMC job includes routine checkup of all the equipment and attending to their preventive as well as break down maintenance.

22. Checking and maintenance of bearings, 'V' belts, shaft and EC blower and if any fault is noticed, repair and replacement are at the agency's scope.
23. To check the safety devices like fire damper and controllers and if any fault is noticed, repair & replacement are at agency's scope.
24. Regular cleaning of all supply and return air grills/diffusers laminar flow stations associated with the system. Air balancing to be done whenever required at site or as directed by the engineer In-charge.
25. To Check water pressure gauges, thermometers and any other control devices, and if found defective to be repaired or replaced.
26. The rewinding of motors, EC (Electronic Commutated) fans, replacement of bearings, bushes are under agency's scope.
27. During the contract period, the replacement of spare parts like contactors, overload relay, switches, cabling, fuses, bearings, 'V' belts, shaft, blower, nut -bolts, washers, and any other kind of safety devices, control devices, monitoring devices etc., are under the scope of the agency. The replacement of materials should be of the same brand & specification as in existence.
28. The drain line of all AHU's shall be flushed as and when required or as directed by Engineer In -charge to avoid the water Seepage/choking. If any repair or modification is required, the firm should attend the same immediately with in the quoted rates of equipment. If any damaged caused due to negligence of the contractor, it will be rectified at the risk and cost of the contractor.
29. The following records to be maintained by the contractor:
30. Maintenance/service registers.
31. Complaint registers.
32. Any other register as decided by the engineer-in-charge.
33. The contractor shall be responsible for the functioning of all the equipment as per the site requirement.
34. The coil cleaning of AHU shall be carried out once in three months with a poly treat or c-shine chemical only, or as and when ever there is a need maintain the inside temperature with high pressure pump.
35. The cleaning of Grills/Diffusers/Dampers are under the agency's scope of work.
36. The contractor shall carry out the cleaning of equipment and AHU room etc. as and when required within the quoted rates.
37. The contractor shall be responsible to maintain the desired inside room temperature at all climate conditions as directed by the Engineer In-charge.

1. DETAILS OF HIGH SIDE EQUIPMENT:

Sl.NO	Equipment Name	Capacity	Quantity	Make of machine/pump	Make of VFD
1	Water Cooled screw chiller (Each chiller consist of 2 Compressor unit)	400 TR	3 Nos	Dunham Bush	Don Foss

2	Condenser Water Pump Sets	22 KW	4 Nos	Armstrong	Don Foss
3	Chilled Water Pumps	16 KW	4 Nos	Armstrong	Don Foss
4	Chilled Water Booster Pump	11 KW	2 Nos	Armstrong	Don Foss
5	Chilled Water Makeup Pump	1.1 KW	2 Nos	Wilo	NA
6	Cooling Towers	400 TR	3 Nos	Bell Cooling Tower	NA
7	Cooling Tower Fan Motor	5.59 KW	12 Nos	New India	ABB

2. DETAILS OF LOW SIDE EQUIPMENT:

Admin Block					
Serial No.	Location	AHU	Type	Capacity	Quantity
1	Admin Block	GF-AHU-01	Air Handling Unit (Floor Mounted)	9 TR	1 Nos
2	Admin Block	GF-AHU-02	Air Handling Unit (Floor Mounted)	11 TR	1 Nos
3	Admin Block	GF-AHU-03	Air Handling Unit(Floor Mounted)	12 TR	1 Nos
4	Admin Block	GF-AHU-04	Air Handling Unit(Floor Mounted)	8 TR	1 Nos
5	Admin Block	FF-AHU-04	Air Handling Unit(Floor Mounted)	8 TR	1 Nos
6	Admin Block	FF-AHU-04	Air Handling Unit(Floor Mounted)(Floor Mounted)	9 TR	1 Nos
7	Admin Block	FF-AHU-05	Air Handling Unit(Floor Mounted)	9 TR	1 Nos
8	Admin Block	FF-AHU-06	Air Handling Unit(Floor Mounted)	9 TR	1 Nos

9	Admin Block	SF-AHU-07	Air Handling Unit(Floor Mounted)	11 TR	1 Nos
10	Admin Block	SF-AHU-08	Air Handling Unit(Floor Mounted)	12 TR	1 Nos
11	Admin Block	SF-AHU-08	Air Handling Unit(Floor Mounted)	10 TR	1 Nos
12	Admin Block	SF-AHU-09	Air Handling Unit(Floor Mounted)	12 TR	1 Nos
13	Admin Block	TF-CSU-10	Ceiling Suspended (Ceiling mounted)	5 TR	1 Nos
14	Admin Block	TF-CSU-11	Ceiling Suspended (Ceiling mounted)	5 TR	1 Nos
15	Admin Block	TF-HRW	Heat Recovery Wheel (Floor Mounted)	4550 CFM	1 Nos
16	Admin Block	TF-HRW	Heat Recovery Wheel (Floor Mounted)	3800 CFM	1 Nos
17	Admin Block	TF-AHU - 01	Air Handling Unit(Floor Mounted)	25 TR	1 Nos
Academic Block					
Serial No.	Location	AHU	Type	Tonnage	Quantity
18	Academic Block	TF-AHU - 02	Air Handling Unit(Floor Mounted)	20 TR	1 Nos
19	Academic Block	TF-AHU - 03	Air Handling Unit(Floor Mounted)	18 TR	1 Nos
20	Academic Block	TF-AHU - 04	Air Handling Unit(Floor Mounted)	18 TR	1 Nos
21	Academic Block	TF-AHU - 05	Air Handling Unit(Floor Mounted)	18 TR	1 Nos
22	Academic Block	TF-AHU - 06	Air Handling Unit(Floor Mounted)	18 TR	1 Nos
23	Academic Block	TF-AHU - 07	Air Handling Unit(Floor Mounted)	13 TR	1 Nos

24	Academic Block	TF-AHU - 08	Air Handling Unit(Floor Mounted)	9 TR	1 Nos
25	Academic Block	TF-HRW	HRW Unit(Floor Mounted)	2800 CFM	1 Nos
26	Academic Block	TF-HRW	HRW Unit(Floor Mounted)	3400 CFM	1 Nos
27	Academic Block	TF-HRW	HRW Unit(Floor Mounted)	3400 CFM	1 Nos
28	Academic Block	TF-HRW	HRW Unit(Floor Mounted)	5600 CFM	1 Nos
29	Academic Block	Behaviour Lab	Cassette Unit (Ceiling mounted)	-	4 Nos
30	Academic Block	Financial Lab - CSU	Ceiling Suspended (Ceiling mounted)		2 Nos
31	Academic Block	Faculty Rooms	High Wall Unit(Wall mounted)	-	98 Nos

LRC

Serial No.	Location	AHU	Type	Tonnage	Quantity
31	LRC	BF-AHU-01	Air Handling Unit(Floor Mounted)	12 TR	1 Nos
32	LRC	BF-AHU-02	Air Handling Unit(Floor Mounted)	12 TR	1 Nos
33	LRC	GF-AHU-04	Air Handling Unit(Floor Mounted)	12 TR	1 Nos
34	LRC	FF-AHU-05	Air Handling Unit(Floor Mounted)	8.5 TR	1 Nos
35	LRC	FF-AHU-06	Air Handling Unit(Floor Mounted)	12 TR	1 Nos
36	LRC	SF-AHU-07	Air Handling Unit(Floor Mounted)	12 TR	1 Nos
37	LRC	SF-AHU-08	Air Handling Unit(Floor Mounted)	12 TR	1 Nos

38	LRC	Cassette Unit	Cassette Unit	-	6 Nos
39	LRC	High Wall Unit	High Wall Unit(Wall mounted)	-	4 Nos
40	LRC	TF-HRW	HRW Unit(Floor Mounted)	16500 CFM	1 Nos

Hostels

Serial No.	Location	AHU	Type	Tonnage	Quantity
41	Hostels - 01	High Wall Unit	High A/C Wall Unit (Wall mounted)	0.75 TR	76 Nos
42	Hostels - 02	High Wall Unit	High A/C Wall Unit(Wall mounted)	0.75 TR	76 Nos
43	Hostels - 03	High Wall Unit	High A/C Wall Unit(Wall mounted)	0.75 TR	76 Nos
44	Hostels - 04	High Wall Unit	High A/C Wall Unit(Wall mounted)	0.75 TR	76 Nos
45	Hostels - 05	High Wall Unit	High A/C Wall Unit(Wall mounted)	0.75 TR	76 Nos
46	Hostels - 06	High Wall Unit	High A/C Wall Unit(Wall mounted)	0.75 TR	76 Nos
47	Hostels - 07	High Wall Unit	High A/C Wall Unit(Wall mounted)	0.75 TR	76 Nos

3. 74 Nos VAV units are installed in various locations. (Make: Honeywell)

4. Motorized Actuator units are installed in the all AHU units (Make: Honey Well)

5. Precision Air Conditioning unit: (Make: Stulz, Capacity: 7.5 Tr.)

a. DX unit -2Nos

b. Chilled water unit – 2 Nos

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:

- a. The bidder(s) should be registered with the Goods and Services Tax council for the purpose of Goods & Service Tax (GST). A copy of the GST registration certificate has to be submitted with the tender document. A copy of GST Registration Certificate, PAN and Bank account details should be submitted along with the Technical Bid. The names appearing on all these documents and tender document should be same or linked.
- b. The bidder(s) should be registered with the appropriate registration authority and should be in existence for not less than three years as on 30th November 2024. A copy of Certificate of Incorporation or relevant registration certificate should be attached.
- c. The Bidder should be either the OEM or an authorized dealer of Dunham- Bush/Carrier/Bluestar/ Daikin/Voltas/ Mitsubishi in the Business of CAMC of Chiller Plants. A copy of the authorized dealer certificate should be attached.
- d. Certificate Bidder(s) should have at least three years' experience in similar work as on 30th November 2024. (Relevant documentary proof like Work Order / Letter of Intent / Agreement) must be submitted along with the technical bid). **Similar work shall mean:** Operation and Maintenance of Chiller Plant (Air cooled/ Water cooled), Providing CAMC Services for Chiller Plant services
- e. Copy(ies) of work order(s) showing that the firm has executed the similar work(s) in the last three years as on 30th November 2024 and the details of current works on hand and other contractual commitments shall be provided by the Bidder as on 30th November 2024 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]

- f. 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 Sheet with Profit & Loss accounts are to be submitted as per the [Annexure-I](#) (Technical Bid). The year in which no turnover is shown would also be considered for working out the average.

- g. 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.
- h. 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. 90,000/- (Rupees Ninety Thousand only)** at the bank account mentioned in **Page 1**. A copy of the payment transaction receipt has to be attached with the Tender application form, without which the bid will not be considered for the bidding process.
- b. The EMD of the successful Bidder will be adjusted against the interest-free security deposit.
- 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 Startups as recognized by Department of Industrial Policy & Promotion (DIPP) for all these items only, are exempted from EMD. However, they have to enclose valid self-attested registration certificate(s) along with the Tender to this effect, 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 case of limited company by all the Directors of the company. Due to any breach of these conditions by the company or firm or any other person the tender will be cancelled and Bid Security will be forfeited at any stage whenever it is noticed and IIM Tiruchirappalli will not pay any damage to the company or firm or the concerned person.

- b. The company or firm or the person will also be debarred for further participation in the concerned unit.
- c. The near relatives for this purpose are defined as follows: -
 - Members of a Hindu undivided family,
 - Spouse,
 - The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).
- d. The Relationship Certificate ([Annexure-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 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

- 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 solution being proposed by the Bidder.

- ii. All the information should be organized in 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 at [Annexure-I](#). The Bidder is to complete the same in all respect and submit accordingly. No deviations are acceptable in [Annexure-I](#).

7. Price Bid Details

- 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. 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 declares as Successful Bidder (L1).
- iii. ***The Rates quoted by the tenderer should be inclusive of all charges except GST*** and must hold good till the completion of work and should not be subjected to any escalation. No claim on this account what so ever shall be entertained at any stage including the extended period, if any.
- iv. The bidders can send an email to estatemanager@iimtrichy.ac.in & jeelectrical@iimtrichy.ac.in (Telephone No 0431-2505166/5156) and mark a cc to purchase@iimtrichy.ac.in to seek clarification on the specifications/work covered by this Tender, if required.
- v. Vendor should quote rates in the Price Bid ([Annexure-II](#)) only, bids indicating rates anywhere else will be rejected.
- vi. 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 Three 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 five financial years (2021-22 to 2023-24).
- vii. Signed Tender document and its all annexures and Corrigendum/Addendum if any.
- viii. All other documents mentioned in the tender document, except the Price Bid document.
- ix. The Technical Bid Cover with the aforementioned required enclosures should be in sealed condition and SUPERSCRIBED with the following text: “***Technical Bid for Comprehensive Annual Maintenance Contract for Chiller Plant at 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 Comprehensive Annual Maintenance Contract for Chiller Plant at IIM Tiruchirappalli***”

The Two 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 Comprehensive Annual Maintenance Contract for Chiller Plant at IIM Tiruchirappalli”- 24SP231T dated: 17.12.2024

- i. The master envelope containing the three envelopes should be delivered at the below mentioned address on or before the deadline
**The Chief Administrative Officer i/c
Indian Institute of Management Tiruchirappalli
Trichy – Pudukkottai Main Road,
Tiruchirappalli– 620 024.**
- ii. If the two inner envelopes A (Technical Bid), B (Price Bid) & and the 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 submission of tender.

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 **24.12.2024 at 11.00 Hrs.** to clarify doubts that shall arise before submitting the bids. The bidders are advised to inspect the site by fixing prior appointments with Chief Administrative Office (i/c), IIM Tiruchirappalli before the pre-bid meeting.

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

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 **11.00 Hrs., on 23.12.2024** for attending the Pre-bid meeting as per format enclosed vide [Annexure-IV](#).

The Bidders are requested to mail their doubts/queries to purchase@iimtrichy.ac.in, prior to the pre-bid meeting i.e. by **13.12.2024** 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 **08.01.2025 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 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 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. The Contract tentatively starts from February 01, 2025.
2. The plant should be maintained in a perfect running condition to the entire satisfaction of the institute.
3. During the closure of contract tenure, the entire HVAC system shall be jointly inspected by both the agency & the institute and if any short coming or defects are pointed out, the same shall be attended by the agency before handing over the HVAC system in perfect working condition. If the HVAC system is not handed over in perfect working condition, the default will be rectified at the cost and risk of the outgoing HVAC CAMC agency.
4. The agency has to work as per the instruction and directions of the Engineer-in-charge.
5. The agency should not change the specifications of repaired/replaced components during the course of maintenance, without the approval of the competent authority/ engineer-in charge.
6. The agency shall make good of any damages caused to the Institute property, during the course of execution of the work which will be recovered by from the contractor.
7. The agency has to clean the site and keep it neat & tidy, at the end of each working day.
8. Before the commencement of the CAMC work, the contractor should sign the inventory of all the equipment and accessories as a confirmation of acceptance for its physical existence and normal working condition. All the new Components/control/accessories are to be provided during the course of maintenance shall be the responsibility of the contractor within the quoted rates.
9. All the test shall be carried out in the presence of the Engineer in charge or his representative. The warranty period is deemed to be over if the department or his representative is completely satisfied with the system performance during the test.
10. The operation test fulfilling all criteria's mentioned in the scope of the contract and found functional to the complete satisfaction of the engineer in charge is mandatory to pass the part final payment of the contract.

11. Payment Terms

- a. No advance payment will be made in any case.
- b. The payment will be made on submission of the invoice on half yearly basis.
- c. Payment will be released within 25 working days' subject to submission of Invoice/Bill with all relevant documents like operation & maintenance log, 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.

12. 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. IIM Tiruchirappalli reserves the right to impose the penalty and the quantum of

the penalty will be decided in individual cases and decision of the competent authority at IIM Tiruchirappalli, shall be final and binding.

13. 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 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.
- 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.

14. Performance Security Details

- i. The successful Bidder will be required to remit an interest free Performance Security Deposit of **5% of the Work Order value** through online transfer to IIM Tiruchirappalli Bank Account, within ten working days from receipt of the Work Order. The security deposit will be refunded to the vendor after completion of the Contract period.
- 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 of 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.

15. SAFETY PRECAUTIONS & RISKS:

- i. The work/Service shall be carried out with utmost care to ensure that no damage to Existing/ Adjoining work is done failing which the damage, if any done shall be rectified by the Contractor to match with the Existing/ Adjoining work to the entire satisfaction of the Institute under Contractor's own arrangement and at his own expenses.
- ii. The Contractor shall take all Precautions, Safety Measures, etc., to avoid a Damage, Miss-happening, Accident, etc., to the Workmen engaged by him to carry out the work.

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

17. The Successful bidder should comply with all the Statutory provisions as amended from time to time by the respective Government.

18. The contractor shall take, at his own cost, the necessary license from statutory authorities in

respect of this work. The expenses in completing the formalities in executing the agreement including expenses towards stamp paper, Registration charges, etc., if any, shall be borne by the contractor. The Contractor should undertake to produce the license / permission, etc., so obtained to the Institute or furnishes copies thereof as and when required by the institute. The contractor also undertakes to keep and get renewed such license or permissions, etc., from time to time. The contractor shall be responsible for any contravention of the local, municipal, state, central or any other laws, rules and regulations.

19. The contractor should undertake to bear all taxes, rates, charges, levies or claims, whatsoever, as may be imposed by the state / central government or any local body or authority. The contractor also agrees to furnish such proof of payments of compliance of the obligation including registration of certificates, receipts, licenses, clearance certificates, etc., as may be required by the Institute from time to time.
20. The work will be carried out as per instructions of the Estate Office at the site and nothing extra will be paid on this account.
21. The contractor shall bear all incidental charges for cartage, storage, and safe custody of the materials.
22. Whenever any reference to any Indian Standard specification occurs in the documents relating to this contract the same shall be inclusive of all amendments issued thereto or revisions thereof, if any, up to the date of receipt of tenders.
23. The Contractor will have to work according to the program of work decided by the Estate Office.
24. The contractor shall take instructions from the Estate Office for stacking of materials any place. No excavated earth or building materials shall be stacked on areas where other buildings, roads, services of compound walls are to be constructed
25. The Department shall not provide any store accommodation for the stores brought by the contractor or issued by the Institute.
26. Damage to the building during the execution of work shall be made good by the contractor matching with the surrounding surface, otherwise the same shall be got done at the cost of working contractor.
27. Any damage to the existing fittings shall be replaced by the contractor at his own cost and risk to the entire satisfaction of the Institute.
28. Any defective material/equipment shall be replaced/required at the discretion of the Institute.
29. 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.

30. **Authority of person signing document:** A person signing the tender application or any documents forming part of the contract on behalf of another shall be deemed to warranty that he/she has authority to bind such other and if, on enquiry, it appears that the person so signing had no authority to do so, the IIM Tiruchirappalli may without prejudice to other Civil and criminal remedies cancel contract and held the signatory liable for all cost and damages.
31. 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.
32. While making payment to the Service Provider, TDS and other statutory deductions will be effected by the Institute.
33. The Income Tax (TDS) shall be deducted at prevailing rate from the bills, as amended from time to time in accordance with the provisions of Income Tax Department, and the relevant certificate to this effect shall be issued by IIM Tiruchirappalli to the agency.
34. 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.
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. 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).
37. **Jurisdiction:** All disputes arising out of this contract shall be subjected to the Courts at Tiruchirappalli.
38. **Force Majeure:**
 - a. Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
 - b. Force Majeure shall mean fire, flood, natural disaster, or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

ANNEXURE – I: 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 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.	
		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	
11	Details of bank mandate:	
	Name of the Bank	
	Name of the Branch	
	Account No.	
	Type of Account	
	IFSC Code No.	
	(copy of the cancelled cheque should be enclosed)	
12	Total experience (years/ months)	
	Related work in Central Educational Institution/Organization:	

Turnover in the relevant field on a contract basis during the last 3 years (from 2020-21 to 2022-23). Please submit documentary evidence i.e. extract of Profit and Loss account, Balance Sheet & Income Tax return filed.

Financial Years	2020-21	2021 – 22	2022 – 23
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 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 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					



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: 0431-2505121/5122 | E-Mail: purchase@iimtrichy.ac.in

3					
4					
5					
6					
7					
8					
9					

ANNEXURE-II: (PRICE BID - BOQ)

S. No	Description of Items	Amount Rs.
<i>Comprehensive Annual Maintenance Contract for Chiller Plant at IIM Tiruchirappalli as per the scope included in the tender</i>		
a	First Year (February 01, 2025 – January 31, 2026)	
b	Second Year (February 01, 2026 – January 31, 2027)	
c	Third Year (February 01, 2027 – January 31, 2028)	
Total Amount excluding GST and including all other charges		

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 620 024.

Subject: Tender for Comprehensive Annual Maintenance Contract for Chiller Plant at IIM Tiruchirappalli.

Reference: Tender Notice published in IIM Tiruchirappalli website. - ***Tender No: 24SP231T dated: 17.12.2024***

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.

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



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: 0431-2505121/5122 | E-Mail: purchase@iimtrichy.ac.in

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

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,

Chinna Sooriyur Village,

Tiruchirappalli - 620 024

Subject: Authorization for attending **SITE VISIT / PRE-BID MEETING / TECHNICAL BID / PRICE BID OPENING** on.....(date) in the *Tender for Comprehensive Annual Maintenance Contract for Chiller Plant at 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

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.

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 Return 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 Annexure-I of the tender document is submitted.		
7		Whether Undertaking, Near Relative and Declaration Certificate as per Annexure-III 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 over writing/ erasures, if any, in the technical bid duly been signed and endorsed with seal?		
9		Whether an Index or Table of Content 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 seal in all the pages by the bidder.		