भारतीय सूचना प्रौद्योगिकी अभिकल्पना, एवं विनिर्माण संस्थान, कांचीपुरम
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND MANUFACTURING, KANCHEEPURAM
(An Institute of National Importance under the Ministry of Education, Govt. of India)
Melakottaiyur, Vandalur–Kelambakkam Road, Chennai – 600 127, Tamil Nadu

NOTICE INVITING TENDER

(BOX TENDER)

Tender No.	IIITDMK/Hostel/SPORTSMEET/26-27/001 dated 18.11.2026
Name of the Work	**Hiring of bedding sets (mattress, mattress cover, pillow, pillow cover and bedsheet) on rental basis, including delivery, placement in respective hostel rooms and removal after the event**
Venue	IIITDM Kancheepuram campus, Chennai
Mode of Tender	Box tender (sealed bid, single-bid system)
Pre-bid Meeting including Site Visit	**25.11.2026 at 11:00 Hrs** – Venue: D-1, ADMN BLOCK, IIITDM CAMPUS
Last Date & Time of Submission	02.12.2026 at 15:00 Hrs
Date & Time of Opening	02.12.2026 at 16:00 Hrs

The tender document is available at https://www.iiitdm.ac.in/tender

NOTICE INVITING TENDER (BOX TENDER)

Indian Institute of Information Technology, Design and Manufacturing (IIITDM) Kancheepuram invites sealed item-rate tenders under the **single-bid system** from eligible vendors who fulfil the eligibility criteria given in Clause 4 of the General Terms and Conditions, for the following work:

Sl. No.	Particulars	Quantity Required
1	Hiring of bedding sets (mattress, mattress cover, pillow, pillow cover and bedsheet) on rental basis, including delivery, placement in respective hostel rooms and removal after the event, for the 9th All India Inter IIIT Students' Sports Meet 2026 at IIITDM Kancheepuram.	2,500 bedding sets

The tender document may be downloaded from the Institute website https://www.iiitdm.ac.in/tender.

Tender Notice No.	IIITDMK/Hostel/SPORTSMEET/26-27/001 dated 18.11.2026
Name of the Work	**Hiring of bedding sets (mattress, mattress cover, pillow, pillow cover and bedsheet) on rental basis, including delivery, placement in respective hostel rooms and removal after the event**
Earnest Money Deposit (EMD)	**Rs. 50,000/- (Rupees Fifty Thousand only)**
Bid Validity	30 days from the last date of submission
Date of Issue of Tender Documents	18.11.2026
Pre-bid Meeting including Site Visit	25.11.2026 at 11:00 hrs – Venue: D-1, ADMN BLOCK, IIITDM CAMPUS
Last Date & Time of Submission	02.12.2026 at 15:00 hrs
Date & Time of Opening of Tender	02.12.2026 at 16:00 hrs
Completion of supply (ready for use)	**On or before 05:00 PM on 17.12.2026**
Place of Submission	Tender Box, Ground Floor, Administration Building, IIITDM Kancheepuram, Melakottaiyur, Vandalur–Kelambakkam Road, Chennai – 600 127

IMPORTANT: All communications shall be addressed only to **The Registrar, IIITDM Kancheepuram**, and not to any individual officer by name. E-mails, if any, shall be sent only to the official e-mail ID hosteloffice@iiitdm.ac.in.

Sir/Madam,

Please quote your rates for the work mentioned above as per the terms and conditions of the Institute. The tender, together with the service details, shall be sent to the undersigned so as to reach on or before the due date. Please ensure that the tender is submitted in a sealed envelope **superscribed with the Tender No. and the Name of the Work**. The Institute reserves the right to reject any or all tenders, including the lowest, without assigning any reason whatsoever. The bidder shall accept all the terms and conditions of the Institute given in this document; conditional offers will not be accepted.

GENERAL TERMS AND CONDITIONS

1. **Bid validity and completion:** The bids shall be **valid for 30 days** from the last date of submission. The entire work, including supply and placing in position of all items at the respective locations within the Institute hostel campus indicated by the Institute, shall be completed on **or before 5:00 PM on 17.12.2026**.
2. **Currency:** Rates shall be quoted in Indian Rupees (INR) only.
3. **No post-bid correspondence:** No unsolicited correspondence will be entertained after the submission of the offer.
4. **Eligibility criteria:** The bidder must meet the following criteria and submit documentary proof for each of them along with the bid:
   - **a)** Valid proof of business licence / registration of the firm **AND the FIRM SHOULD BE LOCATED WITHIN 50 KM OF THE INSTITUTE.**
   - b) Should have executed at least two works of similar type and magnitude in Government / autonomous institutions on or after 01.01.2020. Proof (work completion certificate / copy of the supply order or work order) must be attached.
   - **c) Should have self-sufficient and adequate stock of materials in a store / godown located within the limits of Chennai.**
   - d) After opening of the bids, if required, a committee constituted by IIITDM Kancheepuram may inspect the store / godown and the materials of the bidders for adequacy and quality. Bids of bidders not recommended by the committee shall be treated as non-responsive and will not be considered further. The decision of the committee shall be final and binding.
5. **Earnest Money Deposit (EMD):** Bidders shall deposit an EMD of **Rs. 50,000/- (Rupees Fifty Thousand only) by Banker's Cheque or Demand Draft** drawn in favour of "REGISTRAR, IIITDM KANCHEEPURAM", payable at Chennai. The instrument, or proof of payment, shall be enclosed with the bid. Bids not accompanied by the EMD will be rejected. No exemption from EMD is allowed. The EMD of the successful bidder will be retained as security deposit and refunded, without interest, after satisfactory completion of the work and settlement of the bill.
   - EMD of unsuccessful bidders will be refunded, without interest, within 30 days from the date of issue of the work order.
   - Bidders shall enclose a cancelled cheque / bank details for refund of the EMD.
   - EMD shall be forfeited if a bidder withdraws or modifies its offer during the bid validity period.
6. **Quantities:** The quantity in Annexure-III is approximate and may increase or decrease by up to 10% at the accepted rate, with three days' notice. Payment will be made for the actual quantity ordered and accepted.
7. **Contents of the tender envelope:** The sealed envelope shall contain:
   - Profile of the firm / agency as per **Annexure-I**
   - Bid Securing Declaration as per **Annexure-II**
   - Schedule of items with rates (price bid) as per **Annexure-III**
   - List of enclosures as per **Annexure-IV**
   - EMD instrument / payment details
   - Bank details / cancelled cheque for refund of EMD
   - GST registration certificate and PAN card copy

- Proof of at least two similar works executed in Government / autonomous institutions on or after 01.01.2020 (copy of work completion certificate / work order)

8. **Scope of rates:** The rates quoted shall include all charges, including labour for supply and arrangement, along with the other terms and conditions, if any.
9. **Submission: The bid, in a sealed envelope superscribed with the Name of the Work, Tender No. and due date, shall be addressed to the undersigned so as to reach on or before the due date and time stipulated above. It may be dropped in the tender box placed on the Ground Floor, Administration Building, IIITDM Kancheepuram.**
10. **Basis of award:** Quoting the lowest rate alone does not confer any right on a bidder to the award of the work. The work will be awarded to the bidder who fulfils the eligibility criteria, whose materials are found acceptable under Clause 4(d), and who has quoted the lowest total amount for all items taken together (L-1).
11. **Sub-standard materials:** The Institute reserves the right to reject any bid offering sub-standard materials, even if it is the lowest.
12. **Hygiene:** Mattress covers, pillow covers and bedsheets shall be freshly laundered before delivery and shall not have been used after laundering. Mattresses and pillows shall be cleaned and aired. **The items supplied shall be of good quality AND WITHOUT ANY STAIN OR BAD ODOUR. Items not meeting this requirement shall be replaced immediately.**
13. **Joint check and records:** Sets placed will be counted and checked hostel-wise by the service provider's supervisor and the Institute's representative. The quantity so counted and accepted is the basis for payment.
14. **Spare stock: 50 complete sets shall be kept on campus throughout the rental period at a place given by the Institute. Hire charge for a spare set is payable only from the day it is issued.**
15. **Time is the essence:** Time is the essence of this contract. If the work is not completed by the date and time stipulated in Clause 1, the Institute may reject the work in full, and no payment whatsoever shall be made towards the work.
16. **Damage to property:** No damage shall be caused to any fittings, surfaces or paintwork of the buildings. Any damage caused shall be made good by the vendor at its own cost.
17. **Rental period:** Hire charges shall be payable for five days, from 18.12.2026 to 22.12.2026. The sets shall be installed in the respective rooms and made available for inspection by the Institute by 5:00 PM on 17.12.2026. The sets may be dismantled and taken back only from 12:00 noon on 23.12.2026 onwards. No hire charges shall be levied for 17.12.2026 and 23.12.2026, as these days are earmarked for installation and inspection, and dismantling and removal, respectively.
18. **Inclusive rates:** The rates quoted shall be inclusive of all materials, labour, transportation and installation of the items at the designated places, and their removal after the event is over.
19. **Concession for educational institutions:** Special concession in rates, if any, applicable to educational institutions shall also be offered and indicated clearly.
20. **Item-wise rates and package evaluation:** Bidders shall quote rates for each item separately; it is compulsory to quote for all items. For comparison, the **total amount for all items taken together** will be considered as one package.
21. **Opening of tenders:** The tenders will be opened by a committee of officers of IIITDM Kancheepuram on the date and time stated above. Bidders or their authorised representatives may attend the opening.
22. **Variation in scope and disputes:** The Institute reserves the right to increase or decrease the scope of work by any margin depending on the requirement. In case of any dispute, the decision of the Institute shall be final and binding on both parties. The Institute reserves the right to accept or reject any or all tenders, in part or in full, without assigning any reason.
23. **Partial acceptance:** The Institute also reserves the right to accept the tender in full or in part, or to delete certain items, without assigning any reason.

24. **Execution as directed:** The work shall be executed and completed as directed by the Chairman, Organising Committee or his authorised representative.
25. **Safety provisions for labour:** The contractor shall, at its own expense, make all safety provisions required by the Chairman, Organising Committee or his authorised representative in respect of all labour directly or indirectly employed for the work, and shall provide all facilities connected therewith.
26. **Supervision:** The contractor shall provide constant and adequate supervision of the work to ensure compliance with the laws relating to safety, and shall take all practical steps necessary to prevent accidents.
27. **Weather risk: No compensation shall be payable to the contractor for any damage caused by rain, lightning, wind or storm during the execution of the work. The contractor shall make good all such damage at its own cost, and no claim on this account will be entertained.**
28. **Failure to complete:** If the contractor fails to complete the assigned work within the specified completion period, IIITDM Kancheepuram may recover liquidated damages and/or terminate the contract and/or forfeit the security deposit. IIITDM Kancheepuram, on its part, shall hand over the site to the contractor free from any encumbrance.
29. **Payment basis:** Payment shall be made as a single, first and final bill on satisfactory completion of the work. Payment will be made for the quantity ordered and accepted.
30. **Bills and deductions:** The final bill shall be submitted by the contractor after execution of the work. Payment shall be released after acceptance and verification of the bill by the Institute, and after deduction of taxes, including TDS, as per applicable rules. A completion certificate shall be issued by the Institute after the work is completed in full. Payment shall be made only for the work actually done.
31. **Holiday on due date:** If the due date of submission or opening of tenders is declared a holiday by the Institute, the due date will stand extended to the same time on the next working day.

MAIN TERMS, CONDITIONS AND IMPORTANT INSTRUCTIONS

1. The work shall be executed as per the directions of the Chairman, Organising Committee or his authorised representative of IIITDM Kancheepuram.
2. The selected firm shall hand over the complete work, ready for use in all respects, **by 17:00 Hrs on 17.12.2026**.
3. Collection of the bedding sets shall start only after 12:00 noon on 23.12.2026. All items shall be removed from the campus within 48 hours thereafter, and the site shall be left clean.
4. Transportation of all items to and from the site is the sole responsibility of the firm.
5. All materials shall be of standard quality and in good condition. Cleanliness of all items shall be of a high standard.
6. Quantities, requirements and specifications given are approximate and may vary as per site conditions; items may be deleted, added or modified, if needed.
7. Payment will be made for the quantity ordered and accepted. Statutory taxes (TDS) will be deducted from the bill as per norms.
8. Rates shall be quoted on a unit basis (inclusive of transportation, labour, installation, etc.) in the price schedule (Annexure-III) only, and taxes, if any, shall be indicated clearly.
9. The Institute shall arrange a visit to the proposed site on the day of the pre-bid meeting so that bidders can understand the work. Submission of a tender means acceptance of all terms and conditions.
10. In case of any dispute, the decision of IIITDM Kancheepuram shall be final and binding.

Registrar
IIITDM Kancheepuram

Annexure – I

PROFILE OF FIRM / AGENCY

Sl. No.	Description	Details furnished by the bidder
1.	Name of the firm / agency	
2.	Status of the firm / agency (with supporting document)	Proprietary / Partnership / Limited / Joint Venture (specify)
3.	Postal address	
4.	Telephone / mobile number(s)	
5.	E-mail and website	
6.	Year of establishment	
7.	Bid Securing Declaration (enclose Annexure-II)	
8.	PAN	
9.	Registration No. of the firm	
10.	GST registration number	
11.	Similar works carried out on or after 01.01.2020 (name of institution, work order no. & date, value)	(1) (2) (3)
12.	Other information, if any	

Authorised Signatory with Seal

Name: _____

Date: _____ Place: _____

Annexure – II

(To be printed on the letterhead of the bidder)

BID SECURING DECLARATION

To
The Registrar,
IIITDM Kancheepuram,
Melakottaiyur, Chennai – 600 127.

Sub: Bid Securing Declaration – Tender No. IIITDMK/Hostel/SPORTSMEET/26-27/001 dated 18.11.2026

I/We, M/s. _____ (name of the bidder), having submitted our bid against the above tender for _____ (name of the work), declare that if we withdraw or modify our bid during the period of its validity, or fail to execute the contract after award of the work order, we understand and agree that our firm will be debarred from bidding in any tender of your Institute for a period of one year and our EMD will be retained by IIITDM Kancheepuram. We further agree that the Institute is at liberty to intimate this debarment to all Government departments and organisations.

Authorised Signatory with Seal

Name: _____

Date: _____ Place: _____

SCHEDULE OF ITEMS

A. Items in one bedding set and specification

Sl. No.	Item (on hire)	Qty per set	Specification
1	Bed mattress	1	Size 183 cm × 91 cm (6 ft × 3 ft), tolerance ± 5 cm. Thickness not less than 10 cm (4 inches). Cotton or foam filling, firm and even, SUITABLE FOR USE DIRECTLY ON THE FLOOR
2	Mattress cover	1	Washable woven fabric cover enclosing the whole mattress. Plain colour. Laundered
3	Pillow	1	Standard adult size. Fibre or cotton filling, evenly filled
4	Pillow cover	1	Cotton or cotton-blend, fitted to the pillow. Plain white or light colour. Laundered
5	Bedsheet	1	Cotton, single-bed size, large enough to cover and tuck the mattress. Plain white or light colour. Laundered

No brand is specified. Any make that meets the specification is acceptable.

B. Rate (to be filled by the bidder)

Sl. No.	Description of item	Quantity	Unit	No. of days	Rate per item per day (Rs.)	Total amount (Rs.)
1	Bed mattress, as per Part A	**2,500**	Nos.	5		
2	Mattress cover, as per Part A	**2,500**	Nos.	5		
3	Pillow, as per Part A	**2,500**	Nos.	5		
4	Pillow cover, as per Part A	**2,500**	Nos.	5		
5	Bedsheet, as per Part A	**2,500**	Nos.	5		
	Total (excluding GST)					
	GST @ ____ %					
	Grand total (including GST)					

Total amount in words: Rupees _____

Note:

1. **Hire charges are payable for 5 days, from 18.12.2026 to 22.12.2026.**
2. **The rates include laundering, transport both ways, labour, delivery, placement in respective hostel rooms on the floor, replacement, collection and removal.**

Authorised Signatory with Seal

Name: _____

Date: _____ Place: _____

Annexure – IV

LIST OF ENCLOSURES

Sl. No.	Description	Compliance (Yes / No / N.A.)	Page No. / Remarks
1.	Profile of firm / agency (Annexure-I)		
2.	Bid Securing Declaration (Annexure-II)		
3.	Schedule of items with rates (Annexure-III)		
4.	EMD instrument / payment details		
5.	Bank details / cancelled cheque for refund of EMD		
6.	GST registration certificate		
7.	PAN card copy		
8.	Proof of business licence / registration of the firm [Clause 4(a)]		
9.	Proof of at least two similar works executed in Government / autonomous institutions on or after 01.01.2020 (copy of work completion certificate / work order) [Clause 4(b)]		
10.	Proof that the firm is located within 50 km of the Institute [Clause 4(a)]		
Please enclose relevant documents only.			

Authorised Signatory with Seal

Name: _____

Date: _____ Place: _____