



## INDIAN INSTITUTE OF FOREIGN TRADE

1583 Madurdaha, Chowbagha Road, Ward No 108, Borough XII, Kolkata 700107  
[www.iift.ac.in](http://www.iift.ac.in)

NIT: Gen. Admin./AMC/IT-NE/2025-26 dtd.03.10.2025

### **TENDER NOTICE**

**Invite Quotations from Authorized CISCO partners/resellers for AMC of Network & Server equipment's installed at IIFT Kolkata Campus.**

Dear Sir/Madam,

As you may be aware, Indian Institute of Foreign Trade (IIFT) is a Deemed to be University under the Administrative Control of the Department of Commerce, Govt. of India.

IIFT, Kolkata Campus, intends to invite **sealed quotations** from **authorized CISCO partners/resellers** for the **Annual Maintenance Contract (AMC)** of Network and Server Equipment installed at our premises.

Sl. No.	Name of the Item / Work	Estimated Cost	Bid Security / Earnest Money
1.	AMC of Network Server & Equipment's installed at IIFT, Kolkata	12,70,000/- (Excl. GST)	Rs.25,400/- (2% of Estimated Cost)

The tender document shall be available for downloading from the websites [www.iift.ac.in](http://www.iift.ac.in) / [www.eprocure.gov.in/epublish/app](http://www.eprocure.gov.in/epublish/app) from 03.10.2025 to 24.10.2025.

You are requested to kindly submit your **quotation** for the AMC, addressed To the **Assistant Registrar, IIFT Kolkata Campus**, latest by 24.10.2025 at 3:00 PM. The **Technical Bids** will be opened the **same day** at 3:30 PM.

**Time of Commissioning of Services: 01.11.2025**

**Time for providing Services (Contract Period): 12 months**

**Bid Validity Period: 90 days**

## 1.Eligibility Criteria:

The quotation must be submitted in a sealed envelope and should include the following mandatory documents:

- A. The bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority (for further details refer Page:23)
- B. The bidder or its parent firm should be in business of providing similar services for at least three years on last date of receipt of tender.
- C. **Work experience:** Experience of having successfully completed similar works during the last three years ending previous day of last date of submission of tenders as detailed below :

i) **Details of similar AMC work** undertaken, as per the following eligibility criteria:

Three similar completed services / works costing not less than the amount equal to 40% of the estimated cost (i.e. Rs. 5,08,000), or

Two similar completed services / works costing not less than the amount equal to 50% of the estimated cost (i.e. Rs. 6,35,000), or

One similar completed services / works costing not less than the amount equal to 80% of the estimated cost (i.e. Rs. 10,16,000).

ii) **Similar works shall mean “AMC of Network & Server Equipment’s”.**

iii) The work experience should be supported by certificates issued by clients organizations (ANNEXURE-A). In case the work experience is of Private sector the completion certificate shall be supported with copies of Letter of award and copies of Corresponding TDS Certificates. Value of work will be considered equivalent to the amount of TDS Certificate.

D. **Average Annual financial turnover of related services / works during the last three years, ending 31st March of the previous financial year, should be at least Rs.3,81,000/-. Turnover certificate shall be certified by Chartered Accountant firm with UDIN.**

E. **Copy of valid CISCO Authorization Certificate.**

F. **The bidder should have Goods and Service Tax Registration Certificate. Copy of Registration Certificate is to be submitted as part of bid and bidder has to give a self-declaration that bidder is not black listed by GST authorities.**

OR

G. **The bidder should produce certificate that bidder is exempted to register under the Goods and Services Tax (GST).**

H. **The bidder should have a valid PAN.**

I. **Copy of Past Performance Certificate.**

J. **Copy of Audited Balance Sheet for the last five financial years.**

K. Copy of Incorporation certificate of the firm/company.

**2. Submission of Quotation & EMD:**

The quotation must be submitted in two parts:  
i) **Technical Part** ii) **Financial Part**

Both parts should be individually sealed and then placed in a single outer sealed envelope addressed to:

To,  
The Assistant Registrar,  
Indian Institute of Foreign Trade (IIFT)  
1583, Madurdaha, Ward: 108, Borough- XII,  
Chowbaga Road, Kolkata - 700107

**Earnest Money Deposit (EMD):** ₹25,400/- to be submitted along with the quotation. EMD should be submitted via **Demand Draft / NEFT / RTGS / Bank Guarantee**, in favor of **Indian Institute of Foreign Trade** payable at **Kolkata**.

- a) **Exemption of Bid Security:** NSIC-MSME (Micro and Small Enterprises (MSES) as defined in MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME) registered vendors are exempted from EMD payment.
- b) **Refund:** EMD of unsuccessful bidders will be returned after award of the tender.

**Bank Details for EMD Payment:**

**Account Name:** Indian Institute of Foreign Trade  
**Account Number:** 707790007  
**Account Type:** Current  
**Bank Name:** Indian Bank  
**Branch:** Salt Lake City  
**IFSC Code:** IDIB000S147

**3. Performance Security deposit & Advance Payment:**

- a) A **Performance Security deposit of 5% of the tender value** must be submitted by the successful bidder.
- b) **Advance Payment**, if applicable, shall only be released against a **Bank Guarantee** of an equivalent amount.

**4. Important Dates:**

- a) **Last Date & Time for Submission of Bids:** 24.10.2025 at 3.00pm
- b) **Pre-bid Meeting:** 13.10.2025 at 3.00pm
- c) **Opening of Tender Bids:**
- d) **Technical Bid:** 24.10.2025 at 3.30pm  
*To be opened in the presence of interested bidders or their authorized representatives.*
- e) **Financial Bid:** Date to be intimated later to technically qualified bidders only.

**5. Clarification:** For any queries regarding the tender, please contact: Email: [arkol@iift.ac.in](mailto:arkol@iift.ac.in)

Assistant Registrar  
Email ID: [arkol@iift.ac.in](mailto:arkol@iift.ac.in)  
India Institute of Foreign Trade, Kolkata

## **General Instructions & Conditions**

**1. Late Bids:**

*Tender bids received after the due date and time will not be accepted under any circumstances.*

**2. Rejection Criteria:**

*Incomplete, ambiguous, conditional, and unsealed tender bids are liable to be rejected.*

**3. Right to Accept/Reject Bids:**

The **purchaser reserves the right to accept or reject any or all tender bids** without assigning any reason thereof. The purchaser is not bound to accept the lowest bid.

**4. Declaration by Bidder:**

The bidder must furnish a **declaration on their letterhead** stating that *no addition, deletion, or corrections have been made to the downloaded tender document* and that it is *identical to the document available on the IIFT website*.

**5. Tampering with Tender Document:**

In case of any **correction/addition/alteration/omission** found in the submitted tender document compared to the original version hosted online, the tender shall be treated as **non-responsive** and **summarily rejected**.

**6. Tax Compliance & Indemnity:**

- The supplier shall **indemnify IIFT** against any **loss of input tax credit** due to blacklisting during the contract period.
- IIFT reserves the right to **recover input tax credit loss** caused due to any **misdeclaration in invoice** by the supplier.

**7. Additional Notes:**

**Note 1: Holiday Contingency:**

**If the date fixed for the sale/submission/opening of bids is declared a holiday by IIFT, the same shall be conducted on the next working day, with time and venue remaining unchanged, unless officially notified otherwise.**

**Note 2: Language Requirements:**

**All documents submitted with the bid should preferably be in English. If any document such as experience certificate or registration certificate is issued in a language other than English, an attested English translation of the same must be submitted, certified as a true copy by the bidder.**

**Note 3: Authentication of Documents:**

**All computer-generated documents (invoices, declarations, certificates, etc.) should be duly signed or attested by the authorized signatory of the bidding/vendor organization.**

**Note-1:** a) The tender shall be opened in the presence of intending tenders or their authorized representatives, who choose to attend, at a time & specified date.

b) Tender bids received after the due date & time will not be accepted.

c) Incomplete, ambiguous, conditional, and unsealed tender bids are liable to be rejected.

d) The purchaser reserves the right to accept or reject any or all tender bids without assigning any reason. The purchaser is not bound to accept the lowest tender.

e) The bidder shall furnish a declaration in his letterhead that no

addition/deletion/corrections have been made in the downloaded tender document being submitted and it is identical to the tender document appearing on the website.

f) In case of any correction/addition/alteration/omission in the tender document, the tender bid shall be treated as non-responsive and shall be rejected summarily.

g) The supplier has to indemnify IIFT against loss of input tax credit on account of the Black-listing of the supplier during the tenure of the contract.

h) IIFT has the right to recover input tax credit loss suffered by it due to any misdeclaration of invoice by the supplier.

**Note-2:** If date fixed for sale/submission opening of bids is subsequently declared as a holiday by the IIFT, the revised date will be notified. In the absence of such notification, the date for sale/submission/opening shall be on next working day, time and venue remaining unaltered.

**Note-3:** All documents submitted in the bid-offer should be preferably in English. In case the certificate viz. experience, registration etc. is issued in a language other than English, the bidder shall attach an English translation of the same duly attested by the bidder & the translation to be true copy in addition to the relevant certificate.

**Note-4:** All computer-generated documents should be duly signed/attested by the bidder/vendor organization. Date & Time of Site Inspection and Pre-bid Meeting: **13.10.2025** at **3.00** hrs.

**The quotation must be submitted in 2 parts: 1. Technical Part and 2. Financial Part. Both the part in sealed covers to be put in another sealed cover and be sent to the undersigned.**

Assistant Registrar  
Email ID: [arkol@iift.ac.in](mailto:arkol@iift.ac.in)  
India Institute of Foreign Trade  
Kolkata

**SCOPE OF WORK****1. The network service vendor shall provide on-site support with following SLA (Service Level Agreement):**

a. 24x7 with a maximum on-site response of 4 hours for items mentioned at Sl. No. 1, 2 & 30 of Network Items with replacement/stand by in next 4 hours.

b. 8x5 with a maximum on-site response NBD (Next Business Day) replacement on NBD for other items.

c. The resolution time shall be calculated from the time the vendor is informed about the problem by IIFT.

d. The vendor shall be responsible for monitoring, maintaining, troubleshooting and repairing of all network devices including servers deployed at IIFT, Kolkata Campus.

e. The vendor shall maintain appropriate spares at his end to ensure that the above SLA shall be met.

f. Those devices which have met End of Life, support should be provided by vendor taking the AMC.

g. The vendor shall maintain back-to-back 24x7 contracts at his own cost with Cisco Systems for providing the following services:

- Replacements of faulty equipment,
- Phone and e-mail support,
- Full Access to Cisco TAC website,
- Access to download areas for the updates and upgrades of firmware for all devices to be covered under AMC.
- Access to download of updates, upgrades, subscription of signatures, firmware and software for all devices to be covered under AMC.

**2. Understanding the IT Policy of IIFT**

- a) Any add/remove OR Change/Modification would be documented as per the IIFT Policy.
- b) IP schema for local network will be used as per the defined Policy and with the consultation of IIFT authorized person.

**3. Configuration or Add / removal of any feature**

- a) The vendor team (at least one person needs to have 5+ years' experience in Routing, Switching, Security domain, and CCNP certified) needs to understand our network and configuration of other links terminated at IIFT Delhi and IIFT Kolkata.
- b) The network issue related to any new OR existing site's links with IIFT Kolkata will be taken care by them and also new configuration/change in existing configuration will be

done by them if required. Vendor shall give us their remarks/advise and resolution mechanism for any security related issue which are compromised.

**4.The following day to day task will be taken care by the vendor.**

Optimization of the configuration of any device as and when required. This includes VLAN configuration, ACL definitions to prevent or allow traffic Inter-VLAN.

- a) Monitor the firewalls on a daily basis and provide feedback to IIFT for in case any vulnerability is discovered. Immediate resolution for the vulnerability should be discussed with IIFT authorized person and implemented.
- b) Provisioning of new switches as and when they are induced in the network.
- c) Maintenance of static routing tables for the entire campus connected within IIFT network keeping the security intact through ACLs.
- d) All network related troubleshooting including interconnect with other third party network devices, servers, workstation etc.
- e) Provisioning for new network nodes/devices which may be connected to the network in future.
- f) Configuration changes as per new network policies as framed by IIFT.
- g) Backup and archiving of configurations for all Cisco Network Equipment.
- h) Responsibility to open TAC cases on IIFT's behalf and correspond with Cisco to resolve the problem as per the SLA.
- i) Configure and optimize the network for maximum redundancy and performance with the available infrastructure and resources.
- j) Upgrades of IOS of each Cisco Network Device as any major version of IOS is released.
- k) Maintain documentation for IP address assignment, VLAN ID assignment, Virtual Machines and IP routing tables.
- l) Ensure uptime of network and critical services running through the network.

**Assistant Registrar**

Email ID: [arkol@iift.ac.in](mailto:arkol@iift.ac.in)

**India Institute of Foreign Trade, Kolkata**

## **GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT (GCC)**

### **1. PERFORMANCE SECURITY DEPOSIT:**

- (a) The bidder (including NSIC / MSMEs who are registered with the designated bodies) shall furnish a Performance Security deposit or an amount equal to 5% (may be revised on further notice from Dept. Of Expenditure, Govt. of India) of the value of purchase order within 14 days from the date of issue of Purchase Order by the purchaser.
- (b) Performance Security deposit may be furnished in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee (including e- Bank Guarantee) from a Commercial bank or online payment in an acceptable form safeguarding the purchaser's interest in all respects (i.e. as per Rule 171 of GFR).
- (c) The proceeds of the performance security deposit shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete its obligations under the contract.
- (d) The performance security should remain valid for a period of Sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
- (e) The performance security deposit Bond will be discharged by the purchaser after completion of the bidder's performance obligations including any warranty obligations under the contract.

### **2.SCHEDULE OF SUBMISSION OF BILLS: -**

The vendor shall submit single bill for the contract for the actual work done on quarterly basis and the bills will be paid within 02 weeks after hand over the work / receiving of Completion Certificate. However, any deterioration in the services should not be there on the plea of delay in receipt of payment.

### **3. PAYMENT TERMS:**

- a) Payment will be made through NEFT/ RTGS in bidders account only.
- b) All legal disputes will have the jurisdiction of Kolkata only.
- c) Payment will be released after 15 days of successful execution of the work.
- d) Any payment in the form of Govt. fees/tax/service-charge/revenue/fine/penalties other than mentioned in the work order for the job, if paid by the institute will be adjusted with the payment.

**4. QUALITY:** The quality of services will be monitored by the authorized representatives of the purchaser and their decision in this regard is to be accepted by the contractor.

**5. Bidders shall submit necessary documentary proof showing that they meet the eligibility criteria along with their tender bid. All documents submitted will also be self-attested by the bidder.**

**Note :** I) Certificate of Financial Turnover and Profit at the time of submission of tender, the tenderer shall upload Affidavit/Certificate from Chartered Accountant mentioning Financial Turnover and Profit of last 5 years or for the period as specified in the tender document. There is no need to upload entire voluminous balance sheet. However, one page of summarized balance sheet (Audited) and one page of summarized Profit & Loss Account (Audited) for last 05 years or for the period as specified in the tender document shall be uploaded.

## **II) Certificates in the name of other Companies:**

a) Certificates of Subsidiary: Any company/firm while submitting tender can use the work experience of its subsidiary company to the extent of its ownership in the subsidiary company.

b) Merger/ Acquisition of Companies: In case of a Company/firm, formed after merger and/ or acquisition of other companies/ firms, past work experience and Financial parameters like turnover, profitability, net worth etc. of the merged/ acquired companies/ firms will be considered for qualification of such Company/ firm provided such Company/ firm continues to own the requisite assets and resources of the merged/ acquired companies/ firms.

## **6.TURNOVER:**

The Annual turnover certificate should be on letter head of the company with self-certification. In case Account for FY 2024-25 is not yet audited, a self-attested turnover statement supported by documents may be attached. Bidders shall submit necessary documentary proof showing that they meet the eligibility criteria along with their tender bid. All documents submitted will also be self-attested by the bidder.

**Minimum Average Turnover amounting to twice the estimated cost of this tender for the last five financial years.**

## **7.PENALTY CLAUSE :**

In the event of non-compliance of any of the terms & conditions of this contract and non-satisfactory performance of the agency, the penalty of maximum 10% of the bill value will be imposed on the agency subject to the extent of actual damages/ quality lapse as decided/ calculated by IIFT.

## **8.NEAR-RELATIONSHIP CERTIFICATE:**

The bidder should give a declaration that none of his/ her near relative, as defined below, is working in the units 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 excluding Government of India/ Financial institution nominees and independent non-Official part time Directors appointed by Govt. of India or the Governor of the state and full time Directors of PSUs both state and central. 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 IIFT will not pay any damage to the company or firm or the concerned person.

The Company or firm or the person will also be debarred for further participation in the tenders in the concerned unit.

The near relatives for this purpose are defined as:-

- a) Members of a Hindu undivided family.
- b) They are husband and wife.
- c) 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).

The format of the certificate is given at **Annexure-B**.

## **9. CLARIFICATION OF TENDER DOCUMENT:**

- (a) A prospective bidder, requiring any clarification on the Tender Document shall notify the Purchaser by writing an E-mail (**email: [arkol@iift.ac.in](mailto:arkol@iift.ac.in)**) to the Purchaser as indicated in the invitation of Bid. The Purchaser shall respond in writing to any request for the clarification of the Tender Document, which it receives 5 days prior to the date of opening of the Tenders. Copies of the query (without identifying the source) and clarifications by the Purchaser shall be sent to all the prospective bidders who have received the Tender document.
- (b) Any clarification issued by IIFT in response to query of prospective bidders shall form an integral part of tender document and shall amount to an amendment of the relevant clauses of the tender document.

## **10. LIQUIDATED DAMAGES:**

- (a) The date of start of services specified in the work order should be deemed to be the essence of the contract and the services should be started on that date. Extension will not be given except in exceptional circumstances. Should, however, the service be started after the date specified in the work order, such starting of services will not deprive IIFT of its right to recover liquidated damages as per **Clause 13(b)** below.
- (b) Should the vendor fail to start services on specified date, IIFT shall be entitled to recover liquidated damages of **5%** per month (maximum upto 10%) of the contract value (to be computed on per day basis) for the delayed period.

## **11. FORCE MAJEURE:**

a) If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of the purchaser as to whether the deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, either party may, at its option, terminate the contract.

b) Provided, also that if the contract is terminated under this clause, the purchaser shall be at liberty to take over from the bidder at a price to be fixed by the purchaser, which shall be final, all unused, undamaged and acceptable materials, bought out components and stores in course of manufacture which may be in possession of the Supplier at the time of such termination or such portion thereof as the purchaser may deem fit, except such materials, bought out components and stores as the bidder may with the concurrence of the purchaser elect to retain.

## **12. ARBITRATION:**

a) Except as otherwise provided elsewhere in the contract, in the event of any disputes, controversy or differences arising out of or related to this agreement or the breach, termination or invalidity thereof between the parties, such party or parties shall make a request to the other party or parties to amicably settle such differences or disputes and parties shall thereupon make every effort to settle the same amicably within a period of 60 (Sixty) days from the date of making of such request.

b) Where parties are unable to settle the disputes through conciliation, the same shall be referred to the Vice Chancellor IIFT for referral of such disputes to a sole arbitrator, to be mutually decided by the parties, as per the provisions of the Arbitration and Conciliation Act, 1996, any amendment thereof, and any notification issued or rules made there under from time to time. The venue of the arbitration proceeding shall be IIFT Kolkata Campus.

## **13. ACTION BY PURCHASER AGAINST BIDDER(S) / VENDOR(S) IN CASE OF DEFAULT:**

In case of default by Bidder(s)/ Vendor(s) such as:-

(a) Failure to deliver and / or commission any or all of the services within the time period(s) specified in the contract, or any extension thereof granted by the purchaser.

(b) Failure to perform any other obligation(s) under the Contract; and

(c) If the vendor persistently neglect to carry out his obligation under the contract and / or commits default in complying with any of the terms and conditions of the tender document and does not remedy it or take effective steps to remedy it within the time specified after a notice in writing is given to him in that behalf by purchaser.

(d) In case vendor fails to fulfill the desired parameters / requirement prescribed under the Scope of Work of this tender document.

(e) When the vendor has made himself liable for any of the cases aforesaid, the IIFT shall have the powers to terminate the contract (by giving 15 days notice period) as aforesaid and forfeit the performance security deposit.

## **14. PREFERENCE TO MAKE IN INDIA:**

i) The Provisions contained in Public Procurement (Preference to Make in India) Order, 2017 as amended by OM No. P-45021/2/2017-PP(BE-II) dt.16.9.2020, further as amended from time to time if any, shall be applicable for this tender.

(ii) The margin of purchase preference applicable is 20% or as decided by the relevant Nodal Ministry for the item from time to time.

(iii) The minimum local content for Class-I and Class-II local suppliers shall be 50% and 20% respectively or as decided by the relevant Nodal Ministry for the item.

(iv) Procurements where the estimated value is less than Rs.5.00 lakhs shall be exempt from this order.

(v) Verification of local content:

a) For procurement value upto Rs.10 crores: The Class-I local supplier/ Class-II local

supplier at the time of tender, bidding or solicitation shall be obliged to indicate percentage of local content and provide self-certification (as per section 6 (E) that the item offered meets the local content requirement for Class-I local supplier/ Class-II local supplier as the case may be. They shall also give details of the location(s) at which the local value addition is made. (b) For procurement value above Rs. 10 Crores: The Class-I local supplier/ Class-II local supplier at the time of tender, bidding or solicitation shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.

**15.Restrictions on procurement from a bidder of a country which shares a land border with India [Order (Public Procurement No.1) of DOE, Public Procurement Division, No. F.No.6/ 18/2019- PPD, dt. 23.7.2020] and amendments/ clarifications issued subsequently by DOE shall be applicable to this tender.**

- A. Any bidder from a country which shares a land border with India will be eligible to bid against this tender only if the bidder is registered with the Competent Authority [Department for Promotion of Industry and Internal Trade (DPIIT)] as specified in Annex-I of Order (Public Procurement No.1) Dated 23.07.2020.
- B. “Bidder” (including the term ‘tenderer’, ‘consultant’ or ‘service provider’ in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in procurement process.
- C. “Bidder from a country which shares a land border with India” for the purpose of this order means:-
- i) An entity incorporated, established or registered in such a country; or
  - ii) A subsidiary of an entity incorporated, established or registered in such a country; or
  - iii) An entity substantially controlled through entities incorporated, established or registered in such a country; or
  - iv) An entity whose beneficial owner is situated in such a country; or
  - v) An Indian (or other) agent of such an entity; or
  - vi) A natural person who is citizen of such a country; or
  - vii) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.
- D. The beneficial owner for the purpose of (iii) above will be as under:
1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.

Explanation-

- a. "Controlling ownership interest" means ownership of or entitlement to more than twenty- five percent of shares or capital or profits of the company;
  - b. "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholder's agreements or voting agreements.
2. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
  3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals.
  4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
  5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
- E. An agent is a person employed to do any act for another, or to represent another in dealings with third person.
- F. The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

#### **16.SET OFF:**

Any sum of money due and payable to the bidder (including performance guarantee refundable to him) under this contract may be appropriated by the purchaser and set off the same against any claim of the purchaser for payment of a sum of money arising out of this contract or under any other contract made by the bidder with the purchaser.

#### **17.COURT JURISDICTION:**

Any dispute arising out of the tender / bid document / evaluation of bids / issue of APO shall be subject to the jurisdiction of the competent court at Kolkata only.

#### **18. TERMINATION FOR INSOLVENCY:**

If the supplier/service provider becomes bankrupt or otherwise insolvent, the purchaser may terminate the contract by giving written notice to the supplier/service provider, without any compensation to the supplier/service provider, provided, that such termination will not prejudice or affect any right of action or remedy which has accrued and/ or will accrue thereafter to the purchaser.

#### **19.EXTENSION OF CONTRACT:**

IIFT will have the right to extend this contract on the same rates, terms & conditions at one time or in spells of lesser time period up to a cumulative maximum period of one year or till an alternative arrangement is made whichever is earlier. Extension beyond one year on the

same rates, terms and conditions will be mutually agreed upon subject to maximum of 2 extensions of one year each based on performance review.

#### **20.UNDERSTANDING THE IT POLICY OF IIFT:**

- a) Any add/remove OR Change/Modification would be documented as per the IIFT Policy.
- b) IP schema for local network will be used as per the defined Policy and with the consultation of IIFT authorized person.

#### **21.CONFIGURATION OR ADD/ REMOVAL OF ANY FEATURE:**

- a) The vendor team (at least one person needs to have 5+ years' experience in Routing, Switching, Security domain, and CCNP certified) needs to understand our network and configuration of other links terminated at IIFT Delhi and IIFT Kolkata.
- b) The network issue related to any new OR existing site's links with IIFT Kolkata will be taken care by them and also new configuration/change in existing configuration will be done by them if required. Vendor shall give us their remarks/advise and resolution mechanism for any security related issue which are compromised.

**Assistant Registrar**  
Email ID: [arkol@iift.ac.in](mailto:arkol@iift.ac.in)  
**India Institute of Foreign Trade**  
**Kolkata**

## Networking Items provided in IIFT Kolkata Campus

Sl. No:	Description	Model No:	Device Sl. No:
1	Unified Core Network Switch	Nexus 5548UP	SS117130BXZ
2	Unified Core Network Switch	Nexus 5548UP	SS117130BZV
3	48 Ports layer2 Access Switch	WS-C2960S-48TD-L	FOC1720Z4B3
4	48 Ports layer2 Access Switch	WS-C2960S-48TD-L	FOC1716Y3RX
5	48 Ports Layer2 Access Switch	WS-C2960S-48TD-L	FOC1716Y3U2
6	48 Ports Layer2 Access Switch	WS-C2960S-48TD-L	FOC1716W35U
7	48 Ports Layer2 Access Switch	WS-C2960S-48TD-L	FOC1716Y3TN
8	24 Ports Layer2 PoE Access Switch	WS-C2960S-24PD-L	FOC1722Y3R9
9	24 Ports Layer2 PoE Access Switch	WS-C2960S-24PD-L	FOC1722Y3R8
10	24 Ports layer2 PoE Access Switch	WS-C2960S-24PD-L	FOC1722Y3QQ
11	24 Ports Layer2 2PoE Access Switch	WS-C2960S-24PD-L	FOC1611X1L6
12	24 Ports layer2 PoE Access Switch	WS-C2960S-24PD-L	FOC1722Y3RA
13	24 Ports Layer2 PoE Access Switch	WS-C2960S-24PD-L	FOC1722Y3RK
14	24 Ports layer2 Access Switch	WS-C2960S-24TD-L	FOC1720W6Q0
15	24 Ports Layer2 PoE Access Switch	WS-C2960S-24PD-L	FOC1831W05E
16	24 Ports Layer2 PoE Access Switch	WS-C2960S-24PD-L	FOC1526X2XV
17	24 Ports layer2 Access Switch	WS-C2960X-24PD-L	FOC2441LG1D
18	24 Ports layer2 Access Switch	WS-C2960X-24PD-L	FOC2336V1EC
19	24 Ports layer2 Access Switch	WS-C3750-24TS	CAT0803N32V
20	24 Ports layer2 Access Switch	WS-C3750-24TS	CAT1018Z2AX
21	24 Ports layer2 Access Switch	WS-C2960S-24TD-L	FOC1721W01R
22	48 Ports Layer2 PoE Access Switth	WS-C2960S-F48LPS-L	FOC1843WIND
23	Security Firewall	ASA5515-SSDIZ0-K9	FCH1723KWTR
24	Cisco UCS Server	UCSC-C240-M3L	FCH1716V1CK
25	Optical Transceiver (12 Nos.)	GLC-LH-SMD=	
26	Access Points (160 Nos.)	AIR-CAP16021-N-K9	
27	Access Points (27 Nos.)	AIR-AP1852I-D-K9	
28	Power Injectors (10 Nos.)	Cisco Aioriet Power Injector	
29	Cisco Virtual Wireless LAN controller with 190 AP Adder Licenses		
30	ACS 5.4 VMWare Software & Basic License -1		
31	Cisco Prime Infrastructure 1.2 with 200 Device license		
32	Academic Basic Support VMware vSphere 6 standard for 1 processor x 2		

### CISCO Access Point details

Sl. No.	Model No. of AP	Serial no. Of AP
1	AIR-AP1852I-D-K9	KWC232806MM
2	AIR-AP1852I-D-K9	KWC232806MF
3	AIR-AP1852I-D-K9	KWC232806M1
4	AIR-AP1852I-D-K9	KWC24410AL8
5	AIR-AP1852I-D-K9	KWC232806MG

6	AIR-AP1852I-D-K9	KWC232806MK
7	AIR-AP1852I-D-K9	KWC232806MH
8	AIR-AP1852I-D-K9	KWC232806MN
9	AIR-AP1852I-D-K9	KWC232806MQ
10	AIR-AP1852I-D-K9	KWC232806LR
11	AIR-AP1852I-D-K9	KWC232806AG
12	AIR-AP1852I-D-K9	KWC232806LN
13	AIR-AP1852I-D-K9	KWC24410AKN
14	AIR-AP1852I-D-K9	KWC24410AKQ
15	AIR-AP1852I-D-K9	KWC24410AKH
16	AIR-AP1852I-D-K9	KWC24410AL9
17	AIR-AP1852I-D-K9	KWC232806MP
18	AIR-AP1852I-D-K9	KWC24410AKU
19	AIR-AP1852I-D-K9	KWC24410AN1
20	AIR-AP1852I-D-K9	KWC24410AMG
21	AIR-AP1852I-D-K9	KWC232806LC
22	AIR-AP1852I-D-K9	KWC24410AK6
23	AIR-AP1852I-D-K9	KWC24410ALB
24	AIR-AP1852I-D-K9	KWC244106AB
25	AIR-AP1852I-D-K9	KWC24410AKP
26	AIR-AP1852I-D-K9	KWC24410AMF
27	AIR-AP1852I-D-K9	KWC24410AN5

Sl. No.	Model No. of AP	Serial no. Of AP
1	AIR-CAP1602I-N-K9	FGL1724X0U6
2	AIR-CAP1602I-N-K9	FGL1724X0U1
3	AIR-CAP1602I-N-K9	FGL1724X0TS
4	AIR-CAP1602I-N-K9	FGL1724X0VD
5	AIR-CAP1602I-N-K9	FGL1724X0TY
6	AIR-CAP1602I-N-K9	FGL1724X0T1
7	AIR-CAP1602I-N-K9	FGL1724X0T7
8	AIR-CAP1602I-N-K9	FGL1724X0W7
9	AIR-CAP1602I-N-K9	FGL1724X0UK
10	AIR-CAP1602I-N-K9	FGL1724X0TP
11	AIR-CAP1602I-N-K9	FGL1724X0SK
12	AIR-CAP1602I-N-K9	FGL1724X0V4
13	AIR-CAP1602I-N-K9	FGL1724X0SA
14	AIR-CAP1602I-N-K9	FGL1724X0VR
15	AIR-CAP1602I-N-K9	FGL1724X0UD
16	AIR-CAP1602I-N-K9	FGL1724X0T4
17	AIR-CAP1602I-N-K9	FGL1724X0V8
18	AIR-CAP1602I-N-K9	FGL1724X0TX
19	AIR-CAP1602I-N-K9	FGL1724X0UC
20	AIR-CAP1602I-N-K9	FGL1724X0SE
21	AIR-CAP1602I-N-K9	FGL1724X0ST
22	AIR-CAP1602I-N-K9	FGL1724X0TH

23	AIR-CAP1602I-N-K9	FGL1815S1EA
24	AIR-CAP1602I-N-K9	FGL1724X0VS
25	AIR-CAP1602I-N-K9	FGL1724X0SL
26	AIR-CAP1602I-N-K9	FGL1724X0UW
27	AIR-CAP1602I-N-K9	FGL1724X0U9
28	AIR-CAP1602I-N-K9	FGL1724X0UA
29	AIR-CAP1602I-N-K9	FGL1724X0UQ
30	AIR-CAP1602I-N-K9	FGL1724X0WA
31	AIR-CAP1602I-N-K9	FGL1815S1FH
32	AIR-CAP1602I-N-K9	FGL1815S1CA
33	AIR-CAP1602I-N-K9	FGL1815S1AN
34	AIR-CAP1602I-N-K9	FGL1815S1CX
35	AIR-CAP1602I-N-K9	FGL1724X0V9
36	AIR-CAP1602I-N-K9	FGL1723W0W1
37	AIR-CAP1602I-N-K9	FGL1724X0SZ
38	AIR-CAP1602I-N-K9	FGL1815S1H2
39	AIR-CAP1602I-N-K9	FGL1724X0U3
40	AIR-CAP1602I-N-K9	FGL1724X0V0
41	AIR-CAP1602I-N-K9	FGL1724X0TA
42	AIR-CAP1602I-N-K9	FGL1724X0W3
43	AIR-CAP1602I-N-K9	FGL1724X0S4
44	AIR-CAP1602I-N-K9	FGL1724X0U7
45	AIR-CAP1602I-N-K9	FGL1724X0UH
46	AIR-CAP1602I-N-K9	FGL1724X0SJ
47	AIR-CAP1602I-N-K9	FGL1724X0TZ
48	AIR-CAP1602I-N-K9	FGL1724X0UF
49	AIR-CAP1602I-N-K9	FGL1724X0T8
50	AIR-CAP1602I-N-K9	FGL1724X0SQ
51	AIR-CAP1602I-N-K9	FGL1815S1Y9
52	AIR-CAP1602I-N-K9	FGL1724X0UT
53	AIR-CAP1602I-N-K9	FGL1724X0TW
54	AIR-CAP1602I-N-K9	FGL1724X0U4
55	AIR-CAP1602I-N-K9	FGL1724X0TG
56	AIR-CAP1602I-N-K9	FGL1724X0SD
57	AIR-CAP1602I-N-K9	FGL1838X7JJ
58	AIR-CAP1602I-N-K9	FGL1724X0SV
59	AIR-CAP1602I-N-K9	FGL1724X0VP
60	AIR-CAP1602I-N-K9	FGL1724X0SF
61	AIR-CAP1602I-N-K9	FGL1724X0UL
62	AIR-CAP1602I-N-K9	FGL1724X0TM
63	AIR-CAP1602I-N-K9	FGL1724X0SC
64	AIR-CAP1602I-N-K9	FGL1724X0VX
65	AIR-CAP1602I-N-K9	FGL1724X0VB
66	AIR-CAP1602I-N-K9	FGL1815S1YA
67	AIR-CAP1602I-N-K9	FGL1815S1CM
68	AIR-CAP1602I-N-K9	FGL1724X0V2
69	AIR-CAP1602I-N-K9	FGL1724X0VH
70	AIR-CAP1602I-N-K9	FGL1815S1B5

71	AIR-CAP1602I-N-K9	FGL1724X0V1
72	AIR-CAP1602I-N-K9	FGL1948XAM1
73	AIR-CAP1602I-N-K9	FGL1815S1AY
74	AIR-CAP1602I-N-K9	FGL1724X0UG
75	AIR-CAP1602I-N-K9	FGL1724X0T9
76	AIR-CAP1602I-N-K9	FGL1724X0T0
77	AIR-CAP1602I-N-K9	FGL1724X0W2
78	AIR-CAP1602I-N-K9	FGL1724X0W5
79	AIR-CAP1602I-N-K9	FGL1724X0U0
80	AIR-CAP1602I-N-K9	FGL1724X0TL
81	AIR-CAP1602I-N-K9	FGL1724X0SY
82	AIR-CAP1602I-N-K9	FGL1724X0SW
83	AIR-CAP1602I-N-K9	FGL1724X0V7
84	AIR-CAP1602I-N-K9	FGL1724X0UJ
85	AIR-CAP1602I-N-K9	FGL1815S1T6
86	AIR-CAP1602I-N-K9	FGL1724X0UE
87	AIR-CAP1602I-N-K9	FGL1723W0VZ
88	AIR-CAP1602I-N-K9	FGL1724X0TC
89	AIR-CAP1602I-N-K9	FGL1724X0SU
90	AIR-CAP1602I-N-K9	FGL1724X0W8
91	AIR-CAP1602I-N-K9	FGL1725X2KP
92	AIR-CAP1602I-N-K9	FGL1724X0V5
93	AIR-CAP1602I-N-K9	FGL1815S1G8
94	AIR-CAP1602I-N-K9	FGL1724X0V3
95	AIR-CAP1602I-N-K9	FGL1724X0S5
96	AIR-CAP1602I-N-K9	FGL1724X0TN
97	AIR-CAP1602I-N-K9	FGL1724X0S8
98	AIR-CAP1602I-N-K9	FGL1724X0S6
99	AIR-CAP1602I-N-K9	FGL1724X0TB
100	AIR-CAP1602I-N-K9	FGL1724X0VK
101	AIR-CAP1602I-N-K9	FGL1724X0TR
102	AIR-CAP1602I-N-K9	FGL1724X0T5
103	AIR-CAP1602I-N-K9	FGL1815S1DC
104	AIR-CAP1602I-N-K9	FGL1724X0SM
105	AIR-CAP1602I-N-K9	FGL1724X0VF
106	AIR-CAP1602I-N-K9	FGL1806W625
107	AIR-CAP1602I-N-K9	FGL1724X0UN
108	AIR-CAP1602I-N-K9	FGL1724X0VG
109	AIR-CAP1602I-N-K9	FGL1724X0WM
110	AIR-CAP1602I-N-K9	FGL1724X0W0
111	AIR-CAP1602I-N-K9	FGL1724X0UM
112	AIR-CAP1602I-N-K9	FGL1724X0TV
113	AIR-CAP1602I-N-K9	FGL1724X0W4
114	AIR-CAP1602I-N-K9	FGL1724X0VZ
115	AIR-CAP1602I-N-K9	FGL1723W60L
116	AIR-CAP1602I-N-K9	FGL1724X0UX
117	AIR-CAP1602I-N-K9	FGL1723W0W5
118	AIR-CAP1602I-N-K9	FGL1724X0SH

119	AIR-CAP1602I-N-K9	FGL1807W517
120	AIR-CAP1602I-N-K9	FGL1724X0SX
121	AIR-CAP1602I-N-K9	FGL1724X0U2
122	AIR-CAP1602I-N-K9	FGL1724X0UB
123	AIR-CAP1602I-N-K9	FGL1815S1BK
124	AIR-CAP1602I-N-K9	FGL1724X0VL
125	AIR-CAP1602I-N-K9	FGL1724X0UR
126	AIR-CAP1602I-N-K9	FGL1815S1D1
127	AIR-CAP1602I-N-K9	FGL1815S1D8
128	AIR-CAP1602I-N-K9	FGL1724X0UV
129	AIR-CAP1602I-N-K9	FGL1725X2LK
130	AIR-CAP1602I-N-K9	FGL1724X0VN
131	AIR-CAP1602I-N-K9	FGL1815S1FQ
132	AIR-CAP1602I-N-K9	FGL1815S1C0
133	AIR-CAP1602I-N-K9	FGL1724X0VT
134	AIR-CAP1602I-N-K9	FGL1724X0UU
135	AIR-CAP1602I-N-K9	FGL1724X0U8
136	AIR-CAP1602I-N-K9	FGL1815S1ZM
137	AIR-CAP1602I-N-K9	FGL1724X0VU
138	AIR-CAP1602I-N-K9	FGL1724X0TQ
139	AIR-CAP1602I-N-K9	FGL1724X0T3
140	AIR-CAP1602I-N-K9	FGL1724X0SN
141	AIR-CAP1602I-N-K9	FGL1724X0TF
142	AIR-CAP1602I-N-K9	FGL1815S1SP
143	AIR-CAP1602I-N-K9	FGL1724X0VA
144	AIR-CAP1602I-N-K9	FGL1724X0SB
145	AIR-CAP1602I-N-K9	FGL1724X0TD
146	AIR-CAP1602I-N-K9	FGL1724X0U2
147	AIR-CAP1602I-N-K9	FGL1815S1ZN
148	AIR-CAP1602I-N-K9	FGL1724X0US
149	AIR-CAP1602I-N-K9	FGL1724X0UP
150	AIR-CAP1602I-N-K9	FGL1724X0VE
151	AIR-CAP1602I-N-K9	FGL174X0VC
152	AIR-CAP1602I-N-K9	FGL1724X0VW
153	AIR-CAP1602I-N-K9	FGL1724X0VM
154	AIR-CAP1602I-N-K9	FGL1724X0TU
155	AIR-CAP1602I-N-K9	FGL1724X0W6
156	AIR-CAP1602I-N-K9	FGL1724X0TT
157	AIR-CAP1602I-N-K9	FGL1724X0TG
158	AIR-CAP1602I-N-K9	FGL1724X0WG
159	AIR-CAP1602I-N-K9	FGL1724X045
160	AIR-CAP1602I-N-K9	FGL1724X0TK

Assistant Registrar

Email ID: [arkol@iift.ac.in](mailto:arkol@iift.ac.in)

India Institute of Foreign Trade, Kolkata

**Client Certificate regarding performance of contractor**

<b>Sl. No.</b>	<b>Name of work and Performance Parameter</b>	<b>Assessment by Client Organization</b>
1	Name of Organization	
2	Date of award & Agreement no.	
3	Date of Commencement of work	
4	Stipulated date of completion	
5	Actual date of completion	
6	Details of compensation / penalty levied, if any.	
7	Gross amount of work	
8	Name and Address of authority under whom work executed.	
9	Comments of capability of contractor i) Financial soundness ii) Mobilization of adequate T & P iii) Mobilization of Manpower iv) General Behaviour	
10	Did the contractor go for arbitration? If yes (i) total amount of claim (ii) total amount awarded	
11	Quality of work (indicate grading) (i) Very Good (ii) Good (iii) Fair (iv) Poor	

Authorized signatory  
of Client Organization

## Letter of Authorization for Attending Bid Opening Event

(To be typed preferably on letter head of the company)

### **Subject: AUTHORIZATION FOR ATTENDING BID OPENING AND PRESENTATION**

I / We Mr./Ms. .... have submitted our bid for the tender no. Gen. Admin./AMC/IT-NE/2025-26 dtd. 03.10.2025 in respect of AMC of Network & Server equipment's installed in IIFT Kolkata Centre" which is due to open on ....., in the chamber of Asst. Registrar, Indian Institute of Foreign Trade (IIFT), Plot No. 1583, Madurdaha, Chowbaga Road, Kolkata – 700107.

We hereby authorize Mr. / Ms. .... & Mr./Ms.....  
(Alternative) whose signatures are attested below, to attend the bid opening for the tender mentioned above on our behalf.

.....  
Signature of the Representative

.....  
Name of the Representative

Signature of Bidder/Officer authorized to sign  
on behalf of the Bidder

.....  
Signature of the alternative Representative

.....  
Name of the alternative Representative

Above Signatures Attested

Note 1: Maximum of two representatives will be permitted to attend the Bid opening.

Note 2: Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

## **UNDERTAKING & DECLARATION**

### **FOR UNDERSTANDING THE TERMS & CONDITION OF TENDER & SPEC. OF WORK**

On Letter Head

(a) Certified that:

1. I / We..... have read, understood and agree with all the terms and conditions, specifications included in the tender documents & offer to execute the work at the rates quoted by us in the tender form.
2. If I / We fail to enter into the agreement & commence the work in time, the Bid security (EMD) / Performance guarantee deposited by us will stand forfeited to the IIFT.
3. I / We are not blacklisted by any authorities.
4. I/ We have attended the prebid meeting

(b) The bidder hereby covenants and declares that:

1. All the information, Documents, Photocopies of the Documents / Certificates enclosed along with the Tender offer are correct.
2. If anything is found false and/or incorrect and/or reveals any suppression of fact at any time, IIFT reserves the right to reject our tender offer / cancel the LOA / Purchase / work order if issued and forfeit the Bid security (EMD) / Performance guarantee / Bill amount pending with IIFT. In addition, IIFT may debar the contractor from participation in its future tenders.

Date: .....

Place: .....

Signature of bidder Name of bidder

.....

Along with date & Seal

**NEAR RELATIONSHIP CERTIFICATE**

(Format of the Certificate-On Letter Head)

"Whereas, I/we .....(name of agency) has submitted bid for..... I/We hereby submit following declaration that none of my relative(s) as defined in the tender document is / are employed in IIFT unit as per details given in tender document. In case at any stage, it is found that the information given by me is false / incorrect, IIFT shall have the absolute right to take any action as deemed fit / without any prior intimation to me."

Date: .....

Place: .....

Signature of bidder Name of bidder

.....

Along with date &amp; Seal

**Certificate regarding restrictions on procurement from a bidder of a country which shares a land border with India.**

**Certificate for Tenders**

“I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India I certify that this bidder is not from such a country, or if from such a country, has been registered with the Competent Authority. I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached]

**Certificate for Tenders for Works involving possibility of sub-contracting**

“I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached]

Date: .....

Signature of bidder

Place: .....

Name of bidder .....

(Along with date & Seal)

**Declaration in respect of no addition / deletion / corrections in downloaded tender  
(To be submitted in Original on Letter Head of the Applicant/ Bidder)  
*On Letter Head***

Whereas, I/we ..... (name of agency) has  
submitted bid for .....  
..... I/we hereby submit following  
declaration that no addition / deletion / corrections have been made in the downloaded  
tender document being submitted and it is identical to the tender document appearing  
on the website.

**Date:** .....

**Place:** .....

**Signature of bidder Name of bidder**

.....

**Along with date & Seal**

**TECHNICAL BID INFORMATION**

On Letter Head

SI No	Details	Documents
01	Name of The Bidder/Organization/Firm	
02	Name of the Authorized Persons/Proprietor/Director/Head/ Manager/ Contact Persons of the organization	
03	Contact No:	
04	Email	
05	PAN No	
06	GST No	
07	Turnover Certificate or Balance sheet for FY: FY: 20-21, FY:21-22, FY:22-23, FY:23-24, FY:24-25	
08	Valid NSIC/MSME Certificate no., if any	
09	Valid CISCO Authorization Certificate	
10	Address for Communication	
11	Trade License	
12	MOA/Certification of Incorporation No/ Partnership Deed	
13	Any Other related information	
14	Name of Technical Officer/Engineer	
15	Contact & Email of Technical Officer/Engineer	
16	Qualification of Technical Officer/Engineer	
17	Experience of Technical Person(in years)	

**Declaration by the bidder:**

I / we have very carefully read the terms and conditions of the contract and agree to abide by them. The decision of the institute on any dispute arising out of the contract shall be binding on me / us.

I /we undertake to comply with all the conditions contained in the document.

Place:

Authorized Signature with seal:

Date:

Name:

**BIDDER'S PROFILE & QUESTIONNAIRE**  
(To be filled in and submitted by the bidder)

**A) BIDDER'S PROFILE:**

1. Name of the Individual / Firm/Company : .....
2. Present correspondences address: .....
- Telephone No. ...., Mobile No. ...., FAX No. ....
3. Address of place of Works / Manufacture: .....
- Telephone No. ...., Mobile No. ...., FAX No. ....

4. State the Type of Firm: Sole proprietorship / Partnership Firm / Private Limited Company  
(Tick the correct choice)

5. Name of the sole proprietor / partners / Director(s) of Pvt. Ltd Co.:

S. No.	Name	Father's Name	Designation
1.			
2.			
3.			
4.			

6. Name of the person authorized to enter into and execute contract / agreement and the capacity in which he is authorized  
(in case of partnership / Private Ltd Company): .....
7. Permanent Account No.: .....
8. Details of the Bidder's Bank for effecting e-payments:
- (a) Beneficiary Bank Name: .....
- (b) Beneficiary Branch Name: .....
- (c) IFSC code of Beneficiary Branch: .....
- (d) Beneficiary Account No.: .....
- (e) Branch Serial No. (MICR No.): .....
9. Whether the firm has Office / works (i.e. manufacture of the tendered item) in Kolkata. If so, state its Address .....

**B) QUESTIONNAIRE**

1.0 Do you think any other detail/material is required to complete the work specified in the specification? Yes / No

1.1 If Yes, Give details: .....  
.....

2.0 Do you think any other item of work need to be included in tender form to complete the work specified in the specification? Yes/ No

2.1 If Yes, Give details: .....  
.....

3.0 Suggestion for improvement of the tender document:  
.....  
.....

Date .....

Signature of bidder.....

Name of bidder .....

**PROFORMAS**

For the Performance Guarantee  
(To be typed on non-judicial stamp paper of appropriate value)

**Subject : PERFORMANCE GUARANTEE:**

Whereas **INDIAN INSTITUTE OF FOREIGN TRADE** (hereafter referred to as "IIFT") has issued an APO no.....Dated ...../...../2025 awarding the work of "Providing AMC of Network & Server Equipment installed at IIFT Kolkata Campus" to M/s.....

R/o... (hereafter referred to as "Bidder") and IIFT

has asked him to submit a Performance security deposit in favour of Indian Institute of Foreign Trade of Rs. ..../- (hereafter referred to as "P.G. Amount") valid up to ...../...../2025 (hereafter referred to as "Validity Date").

Now at the request of the Bidder, We ..... Bank Branch  
having ..... (Address)  
and Regd. office address as

.....  
(hereinafter called "the Bank") agreed to give this guarantee as hereinafter contained:

We, "the Bank" do hereby undertake and assure to the IIFT that if in the opinion of the IIFT, the Bidder has in any way failed to observe or perform the terms and conditions of the said agreement or has committed any breach of its obligations there-under, the Bank shall on demand and without any objection or demur pay to the IIFT the said sum limited to Performance Guarantee amount or such lesser amount as IIFT may demand without requiring IIFT to have recourse to any legal remedy that may be available to it to compel the Bank to pay the same.

Any such demand from the IIFT shall be conclusive as regards the liability of Bidder to pay to IIFT or as regards the amount payable by the Bank under this guarantee. The Bank shall not be entitled to withhold payment on the ground that the Bidder had disputed its liability to pay or has disputed the quantum of the amount or that any arbitration proceeding or legal proceeding is pending between Bidder and IIFT regarding the claim.

We, the Bank further agree that the guarantee shall come into force from the date of its issue and shall remain in full force and effect up to its Validity date.

The Bank further agrees that the IIFT shall have the fullest liberty without the consent of the Bank and without affecting in any way the obligations hereunder to vary any of the terms and conditions of the said agreement or to extend the time for performance of the said agreement from any of the powers exercisable by IIFT against the Bidder and to forebear to enforce any of the terms and conditions relating to the said agreement and the Bank shall not be relieved from its liability by reason of such failure or extension being granted to Bidder or through any forbearance, act or omission on the part of IIFT or any indulgence by IIFT to

Bidder or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of relieving or discharging the guarantor.

Notwithstanding anything herein contained;

The liability of the Bank under this guarantee is restricted to the Performance guarantee amount and it will remain in force up to its Validity date.

The guarantee shall stand completely discharged and all rights of the IIFT under this Guarantee shall be extinguished if no claim or demand is made on us in writing on or before its validity date.

In case IIFT demands for any money under this bank guarantee, the same shall be paid through banker's Cheque in favour of "Indian Institute of Foreign Trade" and payable at Kolkata

The Bank guarantees that the below mentioned officer who have signed it on behalf of the Bank have authority to give this guarantee under its delegated power.

Place : .....

Date : .....

(Signature of the Bank Officer) (Rubber stamp of the bank)

Authorized Power of Attorney Number: .....

Name of the Bank officer: .....

Designation: .....

Complete Postal address of Bank: .....

.....

Telephone Numbers .....

Fax numbers .....

E-mail ID: .....

(To be made on Rs.100.00 Non-Judicial Stamp Paper)

### **DRAFT – AGREEMENT**

Articles of agreement made and entered in to this day between the INDIAN INSTITUTE OF FOREIGN TRADE and M/s ..... hereinafter referred to as the contractor.

Whereas the contractor have contracted with the INDIAN INSTITUTE OF FOREIGN TRADE in respect of AMC of Network & Server equipment's installed in IIFT Kolkata Centre vide LOA No. .... Dated ..... for a period of one year w.e.f. .... to .....

And whereas the said contractor have prior to the execution of these presents offered a Bank Guarantee No. .... dated ..... as Performance Guarantee vide which the said ..... has undertaken to pay to the INDIAN INSTITUTE OF FOREIGN TRADE an amount not exceeding Rs. ..../- (Rupees ..... only) against any loss or damage caused to or suffered by the INDIAN INSTITUTE OF FOREIGN TRADE by reason of any breach of contract by the said contractor of any terms and conditions contained in this agreement.

Now these presents witness that in pursuance of the said contract it is hereby agreed and declared by and between the said parties to these presents in the manner following.

That if the said contractor shall execute / perform the works contracted to be performed by them and observe, perform and fulfill the contract entered in, to the satisfaction of the said INDIAN INSTITUTE OF FOREIGN TRADE and also if the said contractor or their representative shall pay or cause to be paid to the said INDIAN INSTITUTE OF FOREIGN TRADE for the time being all losses, damages, costs and expenses which he or they have sustained / incurred or be put in consequence of the default or failure by the said contractor for the due performance of the contract or in the execution and completion of the said work or any part thereof, then the above mentioned bank guarantee shall be returned to the said contractor.

Provided that, it is hereby further declared with true intent and meaning of the parties hereto that if default shall be made by the said contractor in the performance of the said contract to the satisfaction of the INDIAN INSTITUTE OF FOREIGN TRADE or in making good any losses damages or expenses hereinbefore mentioned or any part thereof, then it shall be lawful for the INDIAN INSTITUTE OF FOREIGN TRADE to claim Rs. ..../- (Rupees ..... only) towards the liquidation of the liability of the said contractor in respect of such default as aforesaid.

And it is hereby declared and agreed that the retention of the cash deposit shall be as and

by way to liquidate damages without reference to the relative importance of the particular breach which shall have given occasion for such retention or whether the said INDIAN INSTITUTE OF FOREIGN TRADE may have sustained any ascertainable pecuniary damage thereby or not.

And it is further declared and agreed to between the said parties to these presents that until the completion of the said scheduled works contracted to be executed and performed by the said contractor to the satisfaction (to be certified as aforesaid) of the INDIAN INSTITUTE OF FOREIGN TRADE for the time being & until the final adjustment of the accounts between the said contractor & the INDIAN INSTITUTE OF FOREIGN TRADE and payment of the final balance (if any) in connection with said contract, the bank guarantee shall remain in the hands and custody of the INDIAN INSTITUTE OF FOREIGN TRADE for the time being or in any Treasury in which they may be lodged by the INDIAN INSTITUTE OF FOREIGN TRADE. In witness where of the said contractor and the said INDIAN INSTITUTE OF FOREIGN TRADE acting in the premises as aforesaid have set their respective hands and seals the day and year first above written.

The terms & condition of NIT No.: Gen.Admin./AMC/IT-NE/25-26 Dated: 03.10.2025 forms the integral part of this agreement.

**For IIFT**

**(Authorized Signatory)  
For Hired Agency**

**Witnesses:**

1.

1.

**Local content Declaration & Self Certification as per the Government of India Order towards Public Procurement (preference to Make in India) vide Letter No. P-45021/2/2017-PP(BE-II), (revised) Dated.16.9.2020),**

**(TO BE PROVIDED ON Rs.100/- NON- JUDICIAL STAMP PAPER)**

I \_\_\_\_\_(Name of the Person(s),S/o \_\_\_\_\_at \_\_\_\_\_(Address), working as \_\_\_\_\_(Designation and name of the firm/Company/ partnership/ Joint venture), and I have been authorized to sign the Declaration / Self- Certification on behalf of firm / Company/partnership/ Joint venture do hereby solemnly affirm and declare as under:

That I will agree to abide by the terms and conditions of the policy of Government towards Public Procurement (preference to Make in India) vide Letter No. P-45021/2/2017-PP(BE-II), (revised) Dated16.9.2020.

That the information furnished hereinafter is correct to be of my knowledge and belief and I undertake to produce relevant records before the procuring entity or any authority so nominated for the purpose of assessing the Local Content. That the local content for all inputs which constitute the said equipment has been verified by me and I am responsible for the correctness of the claims made therein.

That in the event of the domestic value addition of the product mentioned herein is found to be incorrect and not meeting the prescribed value addition norms based on the assessment of an authority so nominated for the purpose of assessing the Local Content, action will be taken against me as per the notification P-45021/2/2017-PP(BE-II), (revised) Dated.16.9.2020.

I agree to maintain the following information in the company's record for a period of 8 years and shall make this available for verification to my statutory authority.

The Details of the location(s) at which the local value addition is made

- i) Name and details of the Domestic manufacture
- ii) Date on which this certificate is issued
- iii) Product for which the certificate is produced
- iv) Percentage of local content.

Signed by me at \_\_\_\_\_on\_\_\_\_\_/2025

Authorized signatory

(Name of the Firm entity)

Gen. Admin./AMC/IT-NE/2025-26

03.10.2025

**PRICE BID**  
(On Letter Head)

To,  
The Assistant Registrar,  
IIFT, Kolkata Campus,  
Kolkata-700107, W.B

**Subject: Financial Bid/Price Bid**

Sir/Madam,

I/we have gone through the tender document and terms & conditions, understood it fully and declare that I/we shall abide by the terms and conditions mentioned therein for supply of the items required. The price submitted below is final & complete in all respects.

Sl no.	Items Descriptions	Make/Brand	AMC Cost (in Rs.) (Excl. GST)
1.			

Applicable GST @ \_\_\_\_\_ %

Date:  
Place:

Signature & Seal of the Bidder