

## बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	30-04-2026 18:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	30-04-2026 18:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	120 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Commerce And Industry
विभाग का नाम/Department Name	Department Of Commerce
संगठन का नाम/Organisation Name	Indian Institute Of Foreign Trade (iift)
कार्यालय का नाम/Office Name	Kolkata
वस्तु श्रेणी /Item Category	Vehicle Hiring Service - Per Vehicle-Day basis - Sedan; 2022, 2021, 2020, 2023; Local; Plain; 40Kms x 5Hrs; One Way , Vehicle Hiring Service - Per Vehicle-Day basis - Sedan; 2022, 2021, 2020, 2023; Local; Plain; 80Kms x 10Hrs; One Way , Vehicle Hiring Service - Per Vehicle-Day basis - Sedan; 2022, 2021, 2020, 2023; Local; Plain; 40Kms x 5Hrs; Round Trip , Vehicle Hiring Service - Per Vehicle-Day basis - Sedan; 2022, 2021, 2020, 2023; Local; Plain; 80Kms x 10Hrs; Round Trip , Vehicle Hiring Service - Per Vehicle-Day basis - Sedan; 2022, 2021, 2020, 2023; Local; Plain; 120Kms x 12Hrs; Round Trip , Vehicle Hiring Service - Per Vehicle-Day basis - Sedan; 2022, 2021, 2020, 2023; Local; Plain; 168Kms x 12Hrs; Round Trip , Vehicle Hiring Service - Per Vehicle-Day basis - Premium SUV/MUV; 2022, 2021, 2020, 2023; Local; Plain; 40Kms x 5Hrs; One Way , Vehicle Hiring Service - Per Vehicle-Day basis - Premium SUV/MUV; 2022, 2021, 2020, 2023; Local; Plain; 80Kms x 10Hrs; One Way , Vehicle Hiring Service - Per Vehicle-Day basis - Premium SUV/MUV; 2022, 2021, 2020, 2023; Local; Plain; 40Kms x 5Hrs; Round Trip , Vehicle Hiring Service - Per Vehicle-Day basis - Premium SUV/MUV; 2022, 2021, 2020, 2023; Local; Plain; 80Kms x 10Hrs; Round Trip , Vehicle Hiring Service - Per Vehicle-Day basis - Premium SUV/MUV; 2022, 2021, 2020, 2023; Local; Plain; 120Kms x 12Hrs; Round Trip , Vehicle Hiring Service - Per Vehicle-Day basis - Premium SUV/MUV; 2022, 2021, 2020, 2023; Local; Plain; 168Kms x 12Hrs; Round Trip , Vehicle Hiring Service - Per Vehicle-Day basis - Premium SUV/MUV; 2022, 2021, 2020, 2023; Outstation; Plain; 250Kms x 8Hrs; Round Trip , Vehicle Hiring Service - Per Vehicle-Day basis - Premium SUV/MUV; 2022, 2021, 2020, 2023; Outstation; Plain; 300Kms x 10Hrs; Round Trip
अनुबंध अवधि /Contract Period	1 Year(s)

<b>बिड विवरण/Bid Details</b>	
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	18 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
टर्नओवर के लिए एमएसई को छूट प्राप्त है / MSE Relaxation for Turnover	Yes   Complete
टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है / Startup Relaxation for Turnover	Yes   Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य / Estimated Bid Value	600000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes

**बिड विवरण/Bid Details**

<b>मध्यस्थता खंड/Arbitration Clause</b>	Yes ( <a href="#">Arbitration clause document</a> ) as per DoE OM No.F.1/2/2024-PPD dated 03.06.2024 Arbitration should not be routinely included in contracts
<b>सुलह खंड/Mediation Clause</b>	Yes ( <a href="#">Mediation clause document</a> ) as per DoE OM No.F.1/2/2024-PPD dated 03.06.2024 mediation clause should not be routinely included in contracts and pre-litigation mediation can be taken up without any such clause also

**ईएमडी विवरण/EMD Detail**

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	12000

**ईपीबीजी विवरण /ePBG Detail**

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

**लाभार्थी /Beneficiary :**

INDIAN INSTITUTE OF FOREIGN TRADE  
Kolkata  
(Payable At Kolkata)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

**एमआईआई अनुपालन/MII Compliance**

एमआईआई अनुपालन/MII Compliance	Yes
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**एमएसई खरीद वरीयता/MSE Purchase Preference**

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	100

1. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
7. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
  1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
  2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
  3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

**अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required**

**If you want to add additional conditions in addition to standard SLA then please mention the clauses of additional SLA:**As per the tender documents

**Rate Per Km for Extra Usage in excess of chosen package as per the Vehicle Type selected. In case of bunch bid buyer must indicate extra KM rate for every Vehicle Type that is bunched::**As per the tender documents

**Rate Per Hour (Inclusive of GST) for Extra Usage in excess of chosen package**As per the tender documents

**Scope of Work:**[1776681698.pdf](#)

**Payment Terms:**[1776682443.pdf](#)

**If you want to add additional conditions in addition to standard SLA then please upload approval from competent authority.:**[1776681703.pdf](#)

**Pre Bid Detail(s)**

मूल्य भिन्नता खंड दस्तावेज/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
27-04-2026 15:00:00	IIFT, Kolkata Campus, Kol-700107

**Vehicle Hiring Service - Per Vehicle-Day Basis - Sedan; 2022, 2021, 2020, 2023; Local; Plain; 40Kms X 5Hrs; One Way ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
State	NA
District	NA
Zipcode	NA
Vehicle Type	Sedan
Vehicle Brand	Hyundai Xcent , Honda Amaze , Maruti Dzire , Maruti Ciaz
Year of Manufacturing	2022 , 2021 , 2020 , 2023
Type of Service	Local
Type of Terrain	Plain
Usage Variant	40Kms x 5Hrs
Trip Type	One Way
Air Conditioning Required	AC
Vintage Km(s)	0-25,000 kms , 25,000-50,000 kms
Fuel Type	Any
<b>एडऑन /Addon(s)</b>	
Night Hault	Yes

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents****परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicle-Days Required within the Contract Period	अतिरिक्त आवश्यकता /Additional Requirement
1	Vinay Goel	700107, Indian Institute of Foreign Trade Plot No. 1583, Madurdaha, Borough - XII, Ward No. 108, Chowbaga Road	1	<ul style="list-style-type: none"><li>Number of Night halt required within the Contract period : 1</li><li>Maximum No. of Vehicles required in a Day/Event : 1</li></ul>

**Vehicle Hiring Service - Per Vehicle-Day Basis - Sedan; 2022, 2021, 2020, 2023; Local; Plain; 80Kms X 10Hrs; One Way ( 1 )****तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
State	NA
District	NA
Zipcode	NA
Vehicle Type	Sedan
Vehicle Brand	Hyundai Xcent , Honda Amaze , Maruti Dzire , Maruti Ciaz
Year of Manufacturing	2022 , 2021 , 2020 , 2023
Type of Service	Local
Type of Terrain	Plain
Usage Variant	80Kms x 10Hrs
Trip Type	One Way
Air Conditioning Required	AC
Vintage Km(s)	0-25,000 kms , 25,000-50,000 kms

विवरण/ Specification	मूल्य/ Values
Fuel Type	Any
<b>एडऑन /Addon(s)</b>	
Night Hault	Yes

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicle-Days Required within the Contract Period	अतिरिक्त आवश्यकता /Additional Requirement
1	Vinay Goel	700107,Indian Institute of Foreign Trade Plot No. 1583, Madurdaha, Borough - XII, Ward No. 108, Chowbaga Road	1	<ul style="list-style-type: none"> <li>Number of Night hault required within the Contract period : 1</li> <li>Maximum No. of Vehicles required in a Day/Event : 1</li> </ul>

**Vehicle Hiring Service - Per Vehicle-Day Basis - Sedan; 2022, 2021, 2020, 2023; Local; Plain; 40Kms X 5Hrs; Round Trip ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
State	NA
District	NA
Zipcode	NA
Vehicle Type	Sedan
Vehicle Brand	Honda Amaze , Maruti Dzire , Honda City , Maruti Ciaz

विवरण/ Specification	मूल्य/ Values
Year of Manufacturing	2022 , 2021 , 2020 , 2023
Type of Service	Local
Type of Terrain	Plain
Usage Variant	40Kms x 5Hrs
Trip Type	Round Trip
Air Conditioning Required	AC
Vintage Km(s)	0-25,000 kms , 25,000-50,000 kms
Fuel Type	Any
<b>एडऑन /Addon(s)</b>	
Night Hault	Yes

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज /Additional Specification Documents**

**प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicle-Days Required within the Contract Period	अतिरिक्त आवश्यकता /Additional Requirement
1	Vinay Goel	700107, Indian Institute of Foreign Trade Plot No. 1583, Madurdaha, Borough - XII, Ward No. 108, Chowbaga Road	1	<ul style="list-style-type: none"> <li>Number of Night hault required within the Contract period : 1</li> <li>Maximum No. of Vehicles required in a Day/Event : 1</li> </ul>

**Vehicle Hiring Service - Per Vehicle-Day Basis - Sedan; 2022, 2021, 2020, 2023; Local; Plain; 80Kms X 10Hrs; Round Trip ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
State	NA
District	NA
Zipcode	NA
Vehicle Type	Sedan
Vehicle Brand	Hyundai Xcent , Honda Amaze , Maruti Dzire , Maruti Ciaz
Year of Manufacturing	2022 , 2021 , 2020 , 2023
Type of Service	Local
Type of Terrain	Plain
Usage Variant	80Kms x 10Hrs
Trip Type	Round Trip
Air Conditioning Required	AC
Vintage Km(s)	0-25,000 kms , 25,000-50,000 kms
Fuel Type	Any
<b>एडऑन /Addon(s)</b>	
Night Hault	Yes

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicle-Days Required within the Contract Period	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicle-Days Required within the Contract Period	अतिरिक्त आवश्यकता /Additional Requirement
1	Vinay Goel	700107,Indian Institute of Foreign Trade Plot No. 1583, Madurdaha, Borough - XII, Ward No. 108, Chowbaga Road	1	<ul style="list-style-type: none"> <li>Number of Night halt required within the Contract period : 1</li> <li>Maximum No. of Vehicles required in a Day/Event : 1</li> </ul>

**Vehicle Hiring Service - Per Vehicle-Day Basis - Sedan; 2022, 2021, 2020, 2023; Local; Plain; 120Kms X 12Hrs; Round Trip ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
State	NA
District	NA
Zipcode	NA
Vehicle Type	Sedan
Vehicle Brand	Hyundai Xcent , Honda Amaze , Maruti Dzire , Maruti Ciaz
Year of Manufacturing	2022 , 2021 , 2020 , 2023
Type of Service	Local
Type of Terrain	Plain
Usage Variant	120Kms x 12Hrs
Trip Type	Round Trip
Air Conditioning Required	AC
Vintage Km(s)	0-25,000 kms , 25,000-50,000 kms
Fuel Type	Any
<b>एडऑन /Addon(s)</b>	
Night Halt	Yes

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicle-Days Required within the Contract Period	अतिरिक्त आवश्यकता /Additional Requirement
1	Vinay Goel	700107,Indian Institute of Foreign Trade Plot No. 1583, Madurdaha, Borough - XII, Ward No. 108, Chowbaga Road	1	<ul style="list-style-type: none"> <li>Number of Night halt required within the Contract period : 1</li> <li>Maximum No. of Vehicles required in a Day/Event : 1</li> </ul>

**Vehicle Hiring Service - Per Vehicle-Day Basis - Sedan; 2022, 2021, 2020, 2023; Local; Plain; 168Kms X 12Hrs; Round Trip ( 1 )**

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
State	NA
District	NA
Zipcode	NA
Vehicle Type	Sedan
Vehicle Brand	Hyundai Xcent , Honda Amaze , Maruti Dzire , Maruti Ciaz
Year of Manufacturing	2022 , 2021 , 2020 , 2023
Type of Service	Local
Type of Terrain	Plain
Usage Variant	168Kms x 12Hrs
Trip Type	Round Trip
Air Conditioning Required	AC
Vintage Km(s)	0-25,000 kms , 25,000-50,000 kms
Fuel Type	Any
<b>एडऑन /Addon(s)</b>	
Night Halt	Yes

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents****परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicle-Days Required within the Contract Period	अतिरिक्त आवश्यकता /Additional Requirement
1	Vinay Goel	700107, Indian Institute of Foreign Trade Plot No. 1583, Madurdaha, Borough - XII, Ward No. 108, Chowbaga Road	1	<ul style="list-style-type: none"><li>Number of Night halt required within the Contract period : 1</li><li>Maximum No. of Vehicles required in a Day/Event : 1</li></ul>

**Vehicle Hiring Service - Per Vehicle-Day Basis - Premium SUV/MUV; 2022, 2021, 2020, 2023; Local; Plain; 40Kms X 5Hrs; One Way ( 1 )****तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
State	NA
District	NA
Zipcode	NA
Vehicle Type	Premium SUV/MUV
Vehicle Brand	Toyota Innova , Toyota Crysta
Year of Manufacturing	2022 , 2021 , 2020 , 2023
Type of Service	Local
Type of Terrain	Plain
Usage Variant	40Kms x 5Hrs
Trip Type	One Way

विवरण/ Specification	मूल्य/ Values
Air Conditioning Required	AC
Vintage Km(s)	0-25,000 kms , 25,000-50,000 kms
Fuel Type	Any
<b>एडऑन /Addon(s)</b>	
Night Hault	Yes

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicle-Days Required within the Contract Period	अतिरिक्त आवश्यकता /Additional Requirement
1	Vinay Goel	700107, Indian Institute of Foreign Trade Plot No. 1583, Madurdaha, Borough - XII, Ward No. 108, Chowbaga Road	1	<ul style="list-style-type: none"> <li>Number of Night hault required within the Contract period : 1</li> <li>Maximum No. of Vehicles required in a Day/Event : 1</li> </ul>

**Vehicle Hiring Service - Per Vehicle-Day Basis - Premium SUV/MUV; 2022, 2021, 2020, 2023; Local; Plain; 80Kms X 10Hrs; One Way ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
State	NA
District	NA
Zipcode	NA
Vehicle Type	Premium SUV/MUV

विवरण/ Specification	मूल्य/ Values
Vehicle Brand	Toyota Innova , Toyota Crysta
Year of Manufacturing	2022 , 2021 , 2020 , 2023
Type of Service	Local
Type of Terrain	Plain
Usage Variant	80Kms x 10Hrs
Trip Type	One Way
Air Conditioning Required	AC
Vintage Km(s)	0-25,000 kms , 25,000-50,000 kms
Fuel Type	Any
<b>एडऑन /Addon(s)</b>	
Night Hault	Yes

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicle-Days Required within the Contract Period	अतिरिक्त आवश्यकता /Additional Requirement
1	Vinay Goel	700107, Indian Institute of Foreign Trade Plot No. 1583, Madurdaha, Borough - XII, Ward No. 108, Chowbaga Road	1	<ul style="list-style-type: none"> <li>Number of Night hault required within the Contract period : 1</li> <li>Maximum No. of Vehicles required in a Day/Event : 1</li> </ul>

**Vehicle Hiring Service - Per Vehicle-Day Basis - Premium SUV/MUV; 2022, 2021, 2020, 2023; Local; Plain; 40Kms X 5Hrs; Round Trip ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
State	NA
District	NA
Zipcode	NA
Vehicle Type	Premium SUV/MUV
Vehicle Brand	Toyota Innova , Toyota Crysta
Year of Manufacturing	2022 , 2021 , 2020 , 2023
Type of Service	Local
Type of Terrain	Plain
Usage Variant	40Kms x 5Hrs
Trip Type	Round Trip
Air Conditioning Required	AC
Vintage Km(s)	0-25,000 kms , 25,000-50,000 kms
Fuel Type	Any
<b>एडऑन /Addon(s)</b>	
Night Hault	Yes

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicle-Days Required within the Contract Period	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicle-Days Required within the Contract Period	अतिरिक्त आवश्यकता /Additional Requirement
1	Vinay Goel	700107, Indian Institute of Foreign Trade Plot No. 1583, Madurdaha, Borough - XII, Ward No. 108, Chowbaga Road	1	<ul style="list-style-type: none"> <li>Number of Night halt required within the Contract period : 1</li> <li>Maximum No. of Vehicles required in a Day/Event : 1</li> </ul>

**Vehicle Hiring Service - Per Vehicle-Day Basis - Premium SUV/MUV; 2022, 2021, 2020, 2023; Local; Plain; 80Kms X 10Hrs; Round Trip ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
State	NA
District	NA
Zipcode	NA
Vehicle Type	Premium SUV/MUV
Vehicle Brand	Toyota Innova , Toyota Crysta
Year of Manufacturing	2022 , 2021 , 2020 , 2023
Type of Service	Local
Type of Terrain	Plain
Usage Variant	80Kms x 10Hrs
Trip Type	Round Trip
Air Conditioning Required	AC
Vintage Km(s)	0-25,000 kms , 25,000-50,000 kms
Fuel Type	Any
<b>एडऑन /Addon(s)</b>	
Night Halt	Yes

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicle-Days Required within the Contract Period	अतिरिक्त आवश्यकता /Additional Requirement
1	Vinay Goel	700107,Indian Institute of Foreign Trade Plot No. 1583, Madurdaha, Borough - XII, Ward No. 108, Chowbaga Road	1	<ul style="list-style-type: none"> <li>• Number of Night hault required within the Contract period : 1</li> <li>• Maximum No. of Vehicles required in a Day/Event : 1</li> </ul>

**Vehicle Hiring Service - Per Vehicle-Day Basis - Premium SUV/MUV; 2022, 2021, 2020, 2023; Local; Plain; 120Kms X 12Hrs; Round Trip ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
State	NA
District	NA
Zipcode	NA
Vehicle Type	Premium SUV/MUV
Vehicle Brand	Toyota Innova , Toyota Crysta
Year of Manufacturing	2022 , 2021 , 2020 , 2023
Type of Service	Local
Type of Terrain	Plain
Usage Variant	120Kms x 12Hrs
Trip Type	Round Trip
Air Conditioning Required	AC
Vintage Km(s)	0-25,000 kms , 25,000-50,000 kms
Fuel Type	Any
<b>एडऑन /Addon(s)</b>	
Night Hault	Yes

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents****परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicle-Days Required within the Contract Period	अतिरिक्त आवश्यकता /Additional Requirement
1	Vinay Goel	700107, Indian Institute of Foreign Trade Plot No. 1583, Madurdaha, Borough - XII, Ward No. 108, Chowbaga Road	1	<ul style="list-style-type: none"><li>Number of Night halt required within the Contract period : 1</li><li>Maximum No. of Vehicles required in a Day/Event : 1</li></ul>

**Vehicle Hiring Service - Per Vehicle-Day Basis - Premium SUV/MUV; 2022, 2021, 2020, 2023; Local; Plain; 168Kms X 12Hrs; Round Trip ( 1 )****तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
State	NA
District	NA
Zipcode	NA
Vehicle Type	Premium SUV/MUV
Vehicle Brand	Toyota Innova , Toyota Crysta
Year of Manufacturing	2022 , 2021 , 2020 , 2023
Type of Service	Local
Type of Terrain	Plain
Usage Variant	168Kms x 12Hrs
Trip Type	Round Trip

विवरण/ Specification	मूल्य/ Values
Air Conditioning Required	AC
Vintage Km(s)	0-25,000 kms , 25,000-50,000 kms
Fuel Type	Any
<b>एडऑन /Addon(s)</b>	
Night Hault	Yes

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicle-Days Required within the Contract Period	अतिरिक्त आवश्यकता /Additional Requirement
1	Vinay Goel	700107,Indian Institute of Foreign Trade Plot No. 1583, Madurdaha, Borough - XII, Ward No. 108, Chowbaga Road	1	<ul style="list-style-type: none"> <li>Number of Night hault required within the Contract period : 1</li> <li>Maximum No. of Vehicles required in a Day/Event : 1</li> </ul>

**Vehicle Hiring Service - Per Vehicle-Day Basis - Premium SUV/MUV; 2022, 2021, 2020, 2023; Outstation; Plain; 250Kms X 8Hrs; Round Trip ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
State	NA
District	NA
Zipcode	NA
Vehicle Type	Premium SUV/MUV

विवरण/ Specification	मूल्य/ Values
Vehicle Brand	Toyota Innova , Toyota Crysta
Year of Manufacturing	2022 , 2021 , 2020 , 2023
Type of Service	Outstation
Type of Terrain	Plain
Usage Variant	250Kms x 8Hrs
Trip Type	Round Trip
Air Conditioning Required	AC
Vintage Km(s)	0-25,000 kms , 25,000-50,000 kms
Fuel Type	Any
<b>एडऑन /Addon(s)</b>	
Night Hault	Yes

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicle-Days Required within the Contract Period	अतिरिक्त आवश्यकता /Additional Requirement
1	Vinay Goel	700107, Indian Institute of Foreign Trade Plot No. 1583, Madurdaha, Borough - XII, Ward No. 108, Chowbaga Road	1	<ul style="list-style-type: none"> <li>Number of Night hault required within the Contract period : 1</li> <li>Maximum No. of Vehicles required in a Day/Event : 1</li> </ul>

**Vehicle Hiring Service - Per Vehicle-Day Basis - Premium SUV/MUV; 2022, 2021, 2020, 2023; Outstation; Plain; 300Kms X 10Hrs; Round Trip ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
State	NA
District	NA
Zipcode	NA
Vehicle Type	Premium SUV/MUV
Vehicle Brand	Toyota Innova , Toyota Crysta
Year of Manufacturing	2022 , 2021 , 2020 , 2023
Type of Service	Outstation
Type of Terrain	Plain
Usage Variant	300Kms x 10Hrs
Trip Type	Round Trip
Air Conditioning Required	AC
Vintage Km(s)	0-25,000 kms , 25,000-50,000 kms
Fuel Type	Any
<b>एडऑन /Addon(s)</b>	
Night Hault	Yes

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicle-Days Required within the Contract Period	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicle-Days Required within the Contract Period	अतिरिक्त आवश्यकता /Additional Requirement
1	Vinay Goel	700107, Indian Institute of Foreign Trade Plot No. 1583, Madurdaha, Borough - XII, Ward No. 108, Chowbaga Road	1	<ul style="list-style-type: none"> <li>• Number of Night halt required within the Contract period : 1</li> <li>• Maximum No. of Vehicles required in a Day/Event : 1</li> </ul>

## क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

### 2. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

### 3. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

### 4. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

### 5. Generic

**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

### 6. Forms of EMD and PBG

Bidders can also submit the EMD with Banker's Cheque in favour of

INDIAN INSTITUTE OF FOREIGN TRADE  
payable at  
KOLKATA

Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

### 7. Forms of EMD and PBG

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

INDIAN INSTITUTE OF FOREIGN TRADE

Account No.

707790007

IFSC Code

IDIB000S147

Bank Name

INDIAN BANK

Branch address

SALLAKE CITY

Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

#### 8. Purchase Preference (Centre)

Bid reserved for Make In India products: Procurement under this bid is reserved for purchase from Class 1 local suppliers as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a class 1 local supplier is denoted in the bid document 50%. All bidders must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which the bid is liable to be rejected. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020 . In case Buyer has selected Purchase preference to Micro and Small Enterprises clause in the bid, the same will get precedence over this clause.

#### 9. Buyer Added Bid Specific Scope Of Work(SOW)

Text Clause(s)

**EOI No- IIFT (K)/Car agencies Empanelment/2026-27 dtd. 20.04.2026**

**EOI: Empanelment of agencies for hiring of AC Cars (AC Taxi) at IIFT, Kolkata on "as and when required" basis**

#### **General Instructions and Terms & Conditions**

1. Bid Validity Period / Validity of bid Offer: **120 days from the tender opening date.**
2. The Purchaser may, at its discretion, extend this deadline for the submission of bids by amending the Bidding Documents.

#### **3. Pre-qualification Criteria of Bidder:**

- a. The bidders having a minimum of 03 (three) years' experience of **'Providing Cars (AC Taxi) on rent'** for reputed Govt. / Public Sector Enterprises / Banks / other reputed agencies. Any job executed by the tenderer for its own in-house purpose/sister concern/subsidiary shall not be considered as relevant experience. Also, job executed by the tenderer as an authorised dealer/subsidiary/fellow subsidiary/holding company and sub-contractors shall not be considered as relevant experience. The bidder must submit relevant proof in the form of Work order/Agreement/Performance Certificates/GST invoices/Work Completion Certificate within 03 years of this EOI publication.
- b. The bidders are required to submit copy of the partnership deed/Memorandum of Association (MOA)/Certificate of Incorporation/Proprietorship firms must submit decl

aration of sole proprietor on non-judicial stamp paper

- c. The bidder should submit a self-certified copy of the GST Registration Certificate & PAN.
- d. The bidder should sign each and every pages of the EOI document and application form & annexures as an acceptance of the conditions of the contract and submit it along with the credentials with seal.
- e. **The company should have its registered Office in Kolkata**
- f. The Bidders must submit a self-certified copy of valid and relevant Licences and registration.
- g. The audited financial report of the **last 03(three) years of the bidder must reflect profitability.**
- h. The tenderer shall not be banned/blacklisted in any institution/organisation.
- i. The tenderer must possess a valid Trade Licence provide copy of the Certificates .
- j. Relevant documents supporting eligibility criteria are to be submitted along with the technical bid.
- k. The bidder must submit details of contact persons for the job
- l. The bidder shall furnish the bid security deposit of **₹12000/-** through EMD by Demand Draft / Banker's cheque/NEFT/RTGS drawn in favour of "Indian Institute of Foreign Trade" payable at "Kolkata".
- m. Earnest Money Deposit (EMD) should be given by way of Demand Draft /NEFT/RTGS/Bank Guarantee. NSIC-MSME vendors are exempted from paying EMD. The EMD of unsuccessful tenderers will be released after the award of the tender.

**Bank Details: Indian Institute of Foreign Trade**

**A/c No: 707790007**

**Type: Current**

**Bank Name: INDIAN BANK**

**Branch: Salt Lake City**

**IFSC: IDIB000S147**

The NSIC / MSME units shall be exempted from submission of Bid Security deposit on the production of the requisite proof in respect of valid certification from NSIC / MSME for the tendered item/service.

- n. Valid licenses and permits to operate a Car rental service in Kolkata.
- o. Minimum fleet size of 10 AC taxi cars in good condition.
- p. Compliance with all local transportation regulations and safety standards.
- q. Comprehensive insurance coverage for all vehicles.
- r. The Bidder must submit an audited balance sheet for FY: 22-23, FY: 23-24, FY: 24-25. In case the Account for FY 24-25 is not yet audited, a self-attested turnover stat

ement supported by documents may be attached.

- s. Kindly mention the number of own car (AC Taxi) as well as the number of hired car (AC Taxi) with the driver details.
- t. Kindly mention the small & heavy vehicles.
- u. The calculation of vehicle hours should be performed from **garage to garage (OUT and back IN)**.
- v. Please specify the garage location so that the fare can be determined for travel from the garage to the IIFT site and back.

\*\*\*\*Note: 1.The bids of the participants will be outrightly rejected on non-compliance & non-fulfilment of the Pre-Qualification Criteria in Sl. No.03.

2. The Institute has the right to amend the Clauses, which will be published in the respective websites through corrigendum.

3. The Institute (IIFT-(K)) may go with negotiation with the L1 bidder.

#### **: Scope of Services & Conditions of Contract:**

1. Vehicles will be provided by the vendor only as per the requirement of the institute and no vehicles will enter in the premises of the Institute without permission/ requirement.
2. There should be a first aid box, GPS navigation system and air freshener spray in the vehicle for drop and pick-up. The Vendor shall provide names, addresses of the drivers along with their driving license number and copies within one week after award of the contract.
3. The Vendor shall provide well-behaved drivers essentially in uniform. The Drivers should possess valid driving license and knowledge of different routes in Kolkata. The reporting time, place, address, etc. should be strictly followed by the Vendor. For airport/railway station pick up, drivers are to display the welcome placard and receive the passengers, as directed.
4. The vendor shall not employ any person who has not completed 18 years of age. The Vendor shall comply with all the statutory provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour Laws or any other law applicable by the Vendor, there will not be any liability on the IIFT, Kolkata.
5. The vendor will provide the vehicle within 30 minutes of the requisition via email or call. The car should be supplied with a 12-hour notice and prior intimation.
6. The vehicles sent for services should be kept neat and clean, both inside and outside. Cleanliness of vehicles must be properly maintained. Vehicle Seats must be properly covered with clean white cover. Otherwise the vehicle may be rejected and sent back. No payment shall be made on account of vehicle so rejected. If the interior of the vehicle is not in good condition, 5% deduction from the bills shall be done.
7. The Vendor must ensure that the driver is not under the influence of alcohol or other int

oxicants while performing duties for the Institute. Under no circumstances should the driver be allowed to smoke while driving the vehicle. Additionally, no one other than the driver is permitted in the vehicle when transporting guests.

8. The contract will ensure that all necessary documents (Registration Certificate, Valid Insurance, Permit, Pollution Control Certificate etc.) are in the personal custody of the licensed drivers.
9. In case of accident any compensation claims arising out of such accident shall be made by the Vendor in accordance with the law which is in force to each or every one of the affected persons or their legal heirs depending upon the merits of each individual case. He would also indemnify the Institute for any loss, damage of property or life arising out of the negligence of the driver or poor maintenance of vehicle. The driver should always remain with the vehicle during the entire period of duty. In case of any urgency, the driver may seek permission of the user/ Institute.
10. Payment will be made for total kilometres run by taxi for IIFT, Kolkata (i.e. Closing Meter Reading at IIFT, Kolkata minus Opening Meter Reading at IIFT, Kolkata plus twice the actual distance from garage/taxi stand to IIFT, Kolkata or sixteen kilometres (i.e. eight kilometres each way from garage to IIFT, Kolkata and back), whichever is less. However, it will not be applicable for pick-up & drop services for Airport & Railway Stations. If the reporting place is different from IIFT, Kolkata, in such cases, the meter reading would be permitted from garage/taxi stand to garage/taxi stand. **Night allocation charges will be considered after 11 pm and before 4 am.**
11. The pre-receipted bill for hired vehicles must be submitted in duplicate, accompanied by a duty slip that is properly signed by the user or an authorised person. Additionally, required documents such as receipts for toll taxes and parking fees must be included. Any toll or parking slips must also be signed by the user on a monthly basis. Payment to the vendor will be made by an account payee cheque, after the deduction of TDS.
12. In case the condition of vehicles is not found to be satisfactory, it will be returned for immediate replacement. In case no replacement is provided in time, the Institute has the right to hire a vehicle from local market and the additional cost incurred by the Institute will be borne by the Vendor and the same will be deducted from the monthly bill.
13. The IIFT, Kolkata will be under no legal obligation to provide employment to any of the personnel of the Vendor after expiry of agreement period and the Department recognises no employer-employee relationship between the IIFT, Kolkata and the personnel deployed by the Vendor/agency.
14. Any person who is in Government service or an employee of IIFT, Kolkata should not be made partners to the contract by the Vendor directly or indirectly in any manner whatsoever.
15. The Institute reserves the right to terminate the contract by giving 30 days' notice without assigning any reason whatsoever.
16. IIFT, Kolkata reserves the right to accept or reject any or all offers without assigning any reasons thereof.
17. The contract will be awarded on the basis of the terms and conditions stipulated hereinabove and no other terms and conditions offered by the party will be acceptable.
18. The maintenance cost, Charges of petrol, road tax, permit fee, passenger tax, Challans, salary of the driver, overtime of the driver etc., are the responsibility of the Vendor for which no payment shall be made by IIFT, Kolkata

19. Toll tax, parking charges and GST shall be reimbursed by the Institute against the production of documentary evidences and Airport pickup parking will be reimburse from 15 minutes prior to the pickup time. However, no Permit fee/ Passenger tax/ road tax shall be paid by IIFT, Kolkata. All vehicles provided for the duty should be with the driver having commercial license.

20. All disputes will be subject to Kolkata jurisdiction.

21. The rate contract is intended to be entered into with one or more parties after assessing the rates quoted by them for different types of services in a composite manner taking an overall view for all types of the services.

22. List of vehicles along with photocopy of their RC/fitness and permit owned by the Vendor.

23. Night allocation charges will be considered after 11 pm and before 4 am.

#### 10. **Buyer Added Bid Specific SLA**

File Attachment [Click here to view the file.](#)

#### 11. **Buyer Added Bid Specific Scope Of Work(SOW)**

File Attachment [Click here to view the file.](#)

### अस्वीकरण/**Disclaimer**

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer, is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless

otherwise allowed by the applicable GeM GTC.

13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

**All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.**

**For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.**

**The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:**

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

**All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.**

**This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.**

**However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.**

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any 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. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---



**Indian Institute of Foreign Trade Kolkata Campus**  
**Deemed to be University**  
(Under Ministry of Commerce & Industry, Government of India)

**EOI: Empanelment of agencies for hiring of AC Cars (AC Taxi) at IIFT, Kolkata on "as and when required" basis**

**TENDER DOCUMENT**

**CONDITION OF CONTRACT**

**TENDER REF. NO.:**

**EOI No- IIFT (K)/Car agencies Empanelment/2026-27**

**DATED: 20.04.2026**

**INDIAN INSTITUTE OF FOREIGN TRADE**

**(A Deemed to be University under Ministry of Commerce and Industry, Govt. of India)**

**1583, Madurdaha, Chowbagha, Canal Side Road, Kolkata-700107**

**Note:1 - EOI conditions may be read properly & accordingly filled the EOI and enclosure may be submitted.**

**IMPORTANT DATES**

NIT No:	<b>IIFT(K)/Car agencies Empanelment/2026-27 Date: 20.04.2026</b>
Estimated Cost	<b>6,00,000/-(Incl. GST)/year</b>
EMD	<b>(02% of the estimated value)/ Exemption allowed to MSME-NSIC companies.</b>
Documents to be downloaded from	<a href="https://gem.gov.in">https://gem.gov.in</a> and <a href="https://www.iift.ac.in">https://www.iift.ac.in</a>

Any application received after the last date and time for submission for the same, shall not be accepted. Applications received after the last date shall be summarily rejected.

**Assistant Registrar  
Administrative Section  
IIFT, Kolkata  
Email: [arkol@iift.ac.in](mailto:arkol@iift.ac.in)**

### General Instructions and Terms & Conditions

1. Bid Validity Period / Validity of bid Offer: **120 days from the tender opening date.**
2. The Purchaser may, at its discretion, extend this deadline for the submission of bids by amending the Bidding Documents.
3. **Pre-qualification Criteria of Bidder:**
  - a. The bidders having a minimum of 03 (three) years' experience of **'Providing Cars (AC Taxi) on rent'** for reputed Govt. / Public Sector Enterprises / Banks / other reputed agencies. Any job executed by the tenderer for its own in-house purpose/sister concern/subsidiary shall not be considered as relevant experience. Also, job executed by the tenderer as an authorised dealer/subsidiary/fellow subsidiary/holding company and sub-contractors shall not be considered as relevant experience. The bidder must submit relevant proof in the form of Work order/Agreement/Performance Certificates/GST invoices/Work Completion Certificate within 03 years of this EOI publication.
  - b. The bidders are required to submit copy of the partnership deed/Memorandum of Association (MOA)/Certificate of Incorporation/Proprietorship firms must submit declaration of sole proprietor on non-judicial stamp paper
  - c. The bidder should submit a self-certified copy of the GST Registration Certificate & PAN.
  - d. The bidder should sign each and every pages of the EOI document and application form & annexures as an acceptance of the conditions of the contract and submit it along with the credentials with seal.
  - e. **The company should have its registered Office in Kolkata**
  - f. The Bidders must submit a self-certified copy of valid and relevant Licences and registration.
  - g. The audited financial report of the **last 03 (three) years of the bidder must reflect profitability.**
  - h. The tenderer shall not be banned/blacklisted in any institution/organisation.
  - i. The tenderer must possess a valid Trade Licence provide copy of the Certificates.
  - j. Relevant documents supporting eligibility criteria are to be submitted along with the technical bid.
  - k. The bidder must submit details of contact persons for the job
  - l. The bidder shall furnish the bid security deposit of **₹12000/-** through EMD by Demand Draft / Banker's cheque/NEFT/RTGS drawn in favour of "Indian Institute of Foreign Trade" payable at "Kolkata".
  - m. Earnest Money Deposit (EMD) should be given by way of Demand Draft /NEFT/RTGS/Bank Guarantee. NSIC-MSME vendors are exempted from paying EMD. The EMD of unsuccessful tenderers will be released after the award of the tender.

**Bank Details: Indian Institute of Foreign Trade**

**A/c No: 707790007**

**Type: Current**

**Bank Name: INDIAN BANK**

**Branch: Salt Lake City**

**IFSC: IDIB000S147**

The NSIC / MSME units shall be exempted from submission of Bid Security deposit on the production of the requisite proof in respect of valid certification from NSIC / MSME for the tendered item/service.

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- o. Minimum fleet size of 10 AC taxi cars in good condition.
- p. Compliance with all local transportation regulations and safety standards.

- q. Comprehensive insurance coverage for all vehicles.
- r. The Bidder must submit an audited balance sheet for FY: 22-23, FY: 23-24, FY: 24-25. In case the Account for FY 24-25 is not yet audited, a self-attested turnover statement supported by documents may be attached.
- s. Kindly mention the number of own car (AC Taxi) as well as the number of hired car (AC Taxi) with the driver details.
- t. Kindly mention the small & heavy vehicles.
- u. The calculation of vehicle hours should be performed from **garage to garage (OUT and back IN)**.
- v. Please specify the garage location so that the fare can be determined for travel from the garage to the IIFT site and back.

**\*\*\*\*Note: 1.The bids of the participants will be outrightly rejected on non-compliance & non-fulfilment of the Pre-Qualification Criteria in Sl. No.03.**

**2. The Institute has the right to amend the Clauses, which will be published in the respective websites through a corrigendum.**

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### **: Scope of Services & Conditions of Contract:**

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3. The Vendor shall provide well-behaved drivers essentially in uniform. The Drivers should possess valid driving license and knowledge of different routes in Kolkata. The reporting time, place, address, etc. should be strictly followed by the Vendor. For airport/railway station pick up, drivers are to display the welcome placard and receive the passengers, as directed.
4. The vendor shall not employ any person who has not completed 18 years of age. The Vendor shall comply with all the statutory provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour Laws or any other law applicable by the Vendor, there will not be any liability on the IIFT, Kolkata.
5. The vendor will provide the vehicle within 30 minutes of the requisition via email or call. The car should be supplied with a 12-hour notice and prior intimation.
6. The vehicles sent for services should be kept neat and clean, both inside and outside. Cleanliness of vehicles must be properly maintained. Vehicle Seats must be properly covered with clean white cover. Otherwise the vehicle may be rejected and sent back. No payment shall be made on account of vehicle so rejected. If the interior of the vehicle is not in good condition, 5% deduction from the bills shall be done.
7. The Vendor must ensure that the driver is not under the influence of alcohol or other intoxicants while performing duties for the Institute. Under no circumstances should the driver be allowed to smoke while driving the vehicle. Additionally, no one other than the driver is permitted in the vehicle when transporting guests.

8. The contract will ensure that all necessary documents (Registration Certificate, Valid Insurance. Permit, Pollution Control Certificate etc.) are in the personal custody of the licensed drivers.
9. In case of accident any compensation claims arising out of such accident shall be made by the Vendor in accordance with the law which is in force to each or every one of the affected persons or their legal heirs depending upon the merits of each individual case. He would also indemnify the Institute for any loss, damage of property or life arising out of the negligence of the driver or poor maintenance of vehicle. The driver should always remain with the vehicle during the entire period of duty. In case of any urgency, the driver may seek permission of the user/ Institute.
10. Payment will be made for total kilometres run by taxi for IIFT, Kolkata (i.e. Closing Meter Reading at IIFT, Kolkata minus Opening Meter Reading at IIFT, Kolkata plus twice the actual distance from garage/taxi stand to IIFT, Kolkata or sixteen kilometres (i.e. eight kilometres each way from garage to IIFT, Kolkata and back), whichever is less. However, it will not be applicable for pick-up & drop services for Airport & Railway Stations. If the reporting place is different from IIFT, Kolkata, in such cases, the meter reading would be permitted from garage/taxi stand to garage/taxi stand. **Night allocation charges will be considered after 11 pm and before 4 am.**
11. The pre-receipted bill for hired vehicles must be submitted in duplicate, accompanied by a duty slip that is properly signed by the user or an authorised person. Additionally, required documents such as receipts for toll taxes and parking fees must be included. Any toll or parking slips must also be signed by the user on a monthly basis. Payment to the vendor will be made by an account payee cheque, after the deduction of TDS.
12. In case the condition of vehicles is not found to be satisfactory, it will be returned for immediate replacement. In case no replacement is provided in time, the Institute has the right to hire a vehicle from local market and the additional cost incurred by the Institute will be borne by the Vendor and the same will be deducted from the monthly bill.
13. The IIFT, Kolkata will be under no legal obligation to provide employment to any of the personnel of the Vendor after expiry of agreement period and the Department recognises no employer-employee relationship between the IIFT, Kolkata and the personnel deployed by the Vendor/agency.
14. Any person who is in Government service or an employee of IIFT, Kolkata should not be made partners to the contract by the Vendor directly or indirectly in any manner whatsoever.
15. The Institute reserves the right to terminate the contract by giving 30 days' notice without assigning any reason whatsoever.
16. IIFT, Kolkata reserves the right to accept or reject any or all offers without assigning any reasons thereof.
17. The contract will be awarded on the basis of the terms and conditions stipulated hereinabove and no other terms and conditions offered by the party will be acceptable.
18. The maintenance cost, Charges of petrol, road tax, permit fee, passenger tax, Challans, salary of the driver, overtime of the driver etc., are the responsibility of the Vendor for which no payment shall be made by IIFT, Kolkata
19. Toll tax, parking charges and GST shall be reimbursed by the Institute against the production of documentary evidences and Airport pickup parking will be reimburse from 15 minutes prior to the pickup time. However, no Permit fee/ Passenger tax/ road tax shall be paid by IIFT, Kolkata. All vehicles provided for the duty should be with the driver having commercial license.
20. All disputes will be subject to Kolkata jurisdiction.

21. The rate contract is intended to be entered into with one or more parties after assessing the rates quoted by them for different types of services in a composite manner taking an overall view for all types of the services.
22. List of vehicles along with photocopy of their RC/fitness and permit owned by the Vendor.
23. Night allocation charges will be considered after 11 pm and before 4 am.

**Contract Period: One Year**

**Evaluation of Bid:**

**Technical-Evaluation:**

All the documents in support to the eligibility criteria mentioned will be evaluated. If the required documents as prescribed above are not submitted (Refer tender documents page no. 3, Point: 03), then the offer will be summarily rejected. Based on the evaluation, the valid technical bids will be scrutinized to shortlist eligible agencies.

*The financial bids of the only technically qualified bidders will be opened.*

**Financial Evaluation:**

**The Bidder with the lowest price of a particular item will be empanelled.** The Institute reserve the right to accept or reject any or all bids without assigning reasons. The Institute is not bound to accept the lowest bid.

**Delivery Terms:**

The successful tenderer will be given 01 month time period to complete all the necessary process of empanelment to provide service to IIFT.

**Payment Terms:**

- a. No advance payment will be paid.
- b. Monthly payment shall be made as per actual volume, on proposed submission of invoice and duty slip along with all the requisitions received from the concerned person and signed by the Vehicle user.
- c. Payment will be released within 30 days from the receipt of bills and on receipt of a satisfactory report from the user.
- d. The taxes amount, penalty (if any), will be deducted from the payment of the service provider.
- e. Payment will be made through NEFT/ RTGS in bidders account only.
- f. *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.*

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

**\*\*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 an Affidavit/Certificate from Chartered Accountant mentioning the Financial Turnover and Profit of last 03 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 the summarised balance sheet (Audited) and one page of summarized Profit & Loss Account (Audited) for last 03 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.

**Turnover:**

The Annual turnover certificate should be on letter head of a practising Chartered Accountant. In case the Account for FY 24-25 is not yet audited, a self-attested turnover statement supported by documents may be attached. Bidders shall submit the 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.

**The average annual financial turnover for related works/services in the last 03 (three) years, ending on 31st March of the previous financial year, should be at least Rs.18,00,000/-. The turnover certificate shall be certified by CA firm with UDIN.**

**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 a **maximum of 2 extensions of one year each based on performance review.**

**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 deposit Bond shall be in the form of Bank Guarantee issued by a scheduled Bank, valid for 14 months, in the Performa provided in Bid Document.

(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.

**Liquidated Damages:**

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 (a) below.

a) Should the contractor fail to start services on the specified date, IIFT shall be entitled to recover Liquidated damages to the extent of the difference in charges incurred by IIFT in making alternative arrangements along with penalty of Rs.1,000/- each booking for the delayed period.

**Penalty Clause:**

The contracting agency would be expected to maintain high standards of said services

- a) Any **serious lapse\*** noticed by the said officers/committee members would attract minimum penalty of Rs.10,000/- (Rupees Ten thousand only) on each occasion.
- b) Any **minor lapse\*\*** noticed by the said officers/committee members would attract minimum penalty of Rs.1,000/- (Rupees One thousand only) on each occasion.

“**Serious and Minor**” lapses are to be decided by the competent authority. It is to be also noted that any loss or damage to the Institute’s moveable or immovable property due to the conduct of the Contractor’s staff shall be made good by the contractor. The value of the loss will be decided by the Institute based on accounting principles/market value. The decision of the Institute in this regard will be final and binding on the agency. Such decision(s) of the Institute shall be binding on the contracting agency.

**Force Majeure:**

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.

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.

**Arbitration:**

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.

Where parties are unable to settle the disputes through conciliation, the same shall be referred to the VC 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 Centre.

**NEAR-RELATIONSHIP CERTIFICATE:**

- a. 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.

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

c. The near relatives for this purpose are defined as:-

Members of a Hindu undivided family.

They are husband and wife.

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 format of the certificate is given in "ANNEXTURE-X"

**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

v) 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-

i) "Controlling ownership interest" means ownership of or entitlement to more than twenty- five percent of shares or capital or profits of the company;

ii) "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.
6. An agent is a person employed to do any act for another, or to represent another in dealings with third person.
7. 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.

**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 neglects to carry out his obligation under the contract and/or commits a 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 the purchaser.
- (d) In case vendor fails to fulfil the desired parameters/requirements 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 guarantee.

**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.

**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.

**Assistant Registrar  
Administrative Section  
IIFT, Kolkata  
Email: [arkol@iift.ac.in](mailto:arkol@iift.ac.in)**

**UNDERTAKING & DECLARATION**

**FOR UNDERSTANDING THE TERMS & CONDITIONS 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.

**(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 the following declaration that none of my relative(s) as defined in the tender document is/are employed in IIFT unit as per the details given in the 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 & 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 Authorised 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:22-23, FY:23-24, FY: 24-25	
08	Valid NSIC/MSME Certificate no., if any	
09	Registered Address	
10	Address for Communication	
11	Trade License	
12	MOA/Certification of Incorporation No/ Partnership Deed	
13	Any Other related information	
14	Name of Manager	
15	Contact & Email of Manager	
16	Registration no. of Vehicles	1.....(Type).....No 2. 3. 4.

**Date:** .....

**Signature of bidder**

**Place:** .....

**Name of bidder**

.....

**Along with date & Seal**

(To be typed on non-judicial stamp paper of appropriate value)

**Subject: PERFORMANCE SECURITY:**

Whereas INDIAN INSTITUTE OF FOREIGN TRADE (hereafter referred to as "IIFT") has issued an APO no. .... Dated ...../...../20 awarding the work of "Providing Car Services in IIFT Kolkata Centre" to M/s ....., R/o ..... (hereafter referred to as "Bidder") and IIFT has asked him to submit a Performance security in favour of **Indian Institute of Foreign Trade** of Rs. ..../- (hereafter referred to as "P.G. Amount") valid up to ...../...../20..... (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:

1. 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 security 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.
2. 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.
3. 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.
4. 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.
5. Notwithstanding anything herein contained;
  - (a) The liability of the Bank under this guarantee is restricted to the Performance security amount and it will remain in force up to its Validity date.

(b) 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.

- 6. 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"**.
- 7. 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...

Officer)

(Signature of the Bank

(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: .....

**DRAFT – AGREEMENT**

*(To be typed on non-judicial stamp paper of appropriate value)*

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 Providing Car Services 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 security deposit 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 fulfil 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 EOI No- IIFT (K)/Car agencies Empanelment/26-27 Dated: 20.04.2026 forms the integral part of this agreement.**

**Signature for the Buyer**

**Signature for the Agency**

**Indian Institute of Foreign Trade**

**Agency/Seller name:**

.....

.....

(Name & Designation)

(Name & Designation)

Witness:

Witness:

1.

1.

2.

2.

Please provide the details of the commercial vehicles under your possession in the following format:

S.No	Vehicle Name	Model	Make	AC	Commercial Registration No.	KMs as on Date
1	Indica or similar vehicle					
2	Indigo, Swift or similar vehicle					
3	Innova, Xylo, Scorpio or Similar vehicle					
4	Honda City or similar vehicle					

Signature.....

Name.....

Date.....