



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
INDIAN INSTITUTE OF FOREIGN TRADE
(DEEMED TO BE UNIVERSITY)
(AN AUTONOMOUS INSTITUTE OF MINISTRY OF COMMERCE & INDUSTRY)



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Corrigendum to Tender No. IIFT(D)/E&M/1(4)/2025-26

Ref. No. IIFT(D)/E&M/1(4)/2025-26

Dated : 22.01.2026

A pre-bid meeting was held on 16.01.2026 at 11:00 am in room no - Nalanda for "Hiring of Office Space for Centre for Research in International Trade (CRIT), IIFT NEW DELHI ". The following attended the meeting:-

IIFT

- | | |
|------------------------|-----------|
| (1) Ms. P.G. Deepa | - A.F.O. |
| (2) Shri Ashish Kachal | - AO(E&M) |
| (3) Ms. Mohini Madaan | - SO(E&M) |

Representative of Prospective Bidders

- (1) M/s Ralli Estate Pvt. Ltd.

The representatives of participating agency was requested to put forward their doubts or points which needs clarifications. Various request / questions raised by him and the clarifications was provided by IIFT committee are mentioned as below:-

S. No.	Pre-bid queries / Suggestion	Comments from IIFT
1.	No format of the Technical Bid has been provided in the EOI.	The Tender already lists the technical documents required in the techno commercial bid. There is no as such requirement of technical bid format.
2.	The stipulated EMD of Rs. 5,00,000/- (Rupees Five Lakhs) is disproportionately high. A higher EMD creates unnecessary financial burden and restricts competition. We request that the EMD amount be rationalized and capped at Rs. 1,00,000/-.	The EMD value kept in the tender is 2% of estimated tender value, which is standard in govt. Procurement.
3.	The rent-free period of 90 days for carrying out fit-outs, from the date of handing over of the premises, is on the higher side. As per prevailing market practice, the rent-free period should not exceed 45 days.	90 days is reasonable.
4.	In the event that a contiguous area of 20,000 - 25,000 sq. ft. is not available on a single floor, the IIFT shall accept the same area provided across two contiguous floors, subject to functional suitability.	<p>For: 20000 - 25000 sqft. Approximately Contiguous floors on the same floor</p> <p>May be Read as: 20000 - 25000 sqft. Approximately approximately Contiguous floors or on</p>

	<p>For the purpose of calculation, the carpet area shall include the area occupied by sanitary shafts and toilets.</p>	<p>the same floor.</p> <p>As per IS 3861, Carpet area is defined as the net usable floor area of a room or dwelling, measured up to the inner faces of the enclosing walls, excluding areas that are not meant for regular use.</p> <p>In simple terms, it is the area where a carpet can be laid inside the premises.</p> <p>Carpet area includes:</p> <p>Living room, Bedrooms, Study room, Kitchen, Bathrooms and toilets, Store room, Area under internal Partition walls and Internal passages within the unit.</p>
5.	<p>A bidder who holds a long-term lease of land from a Government authority, and has constructed a building thereon with all requisite approvals from the competent authorities, shall be eligible to participate in the bid, provided that the lease agreement expressly confers the right of sub-leasing upon the bidder.</p>	<p>Is eligible with having the right of subletting from the owner of the Property.</p>
6.	<p>A maximum validity period of two (02) months from the date of submission of the offer is sufficient to complete evaluation and finalize the selection process. This ensures fairness, reduces bidder exposure, and aligns with standard commercial practice</p>	<p>It is as per standard practice of the Institute.</p>
7.	<p>The bidder who is declared successful may be subject to guidelines issued by the land-allotting authority for execution of the sub-lease agreement.</p> <p>In view of the above, the Institute shall execute the sub-lease agreement with the successful bidder after mutual discussions and negotiations, rather than strictly adhering to the prescribed format provided under <i>Annexure B</i> of this EOI.</p> <p>Any request for deviation in the terms and conditions stipulated in the draft lease agreement shall be duly considered and may be entertained, subject to:</p> <ul style="list-style-type: none"> o Compliance with the overarching guidelines of the land-allotting authority. o Protection of the Institute's interests and adherence to statutory requirements. o Mutual agreement between the Institute and the successful bidder. <p>The final sub-lease agreement shall be executed only after consensus is reached on the terms and conditions, ensuring fairness, transparency, and compliance with applicable laws.</p>	<p>It is as per standard practice of the Institute.</p>



8.	<p>The Lessee shall provide an interest-free rental deposit equivalent to a minimum of six (6) months' rent at the time of execution of the lease agreement.</p> <p>Such deposit shall be refunded to the Lessee upon termination or expiry of the lease, after adjusting any outstanding dues on account of rent, maintenance charges, electricity, or other recoverable charges, if any.</p>	<p>It is as per standard practice of the Institute.</p>
9.	<p>While the EOI conditions stipulate that security and housekeeping services of the hired premises are to be carried out by the vendor, it is respectfully submitted that such services are integral to the operational requirements of the occupant (IIFT).</p> <p>Accordingly, it is proposed that the responsibility and cost of engaging and maintaining security and housekeeping services shall rest with IIFT, to be managed directly by them or through their appointed agencies.</p> <p>This arrangement will ensure uniform standards of service, accountability, and cost control, while allowing the vendor to focus exclusively on providing and maintaining the premises in accordance with lease terms.</p>	<p>Housekeeping and Maintenance of the common area of the building to be maintained by the Owner/Vendor</p>
10.	<p>The minimum lock-in period of the lease shall be the first three (3) years from the commencement date of the lease.</p> <p>Upon expiry of the lock-in period, the Indian Institute of Foreign Trade (IIFT) shall reserve the right to terminate the Agreement and vacate the premises by serving a prior written notice of three (3) months to the Lessor.</p> <p>During the lock-in period, the Agreement shall remain binding on both parties, and no unilateral termination shall be permissible except in cases of breach of contractual obligations.</p>	<p>It is as per standard practice of the Institute.</p>
11.	<p>Annexure 5A, 5B, 5C, and the Declaration be executed on the bidder's official letterhead or any one on Non-Judicial Stamp Paper.</p>	<p>Annexure 5A, 5B, 5C, and the Declaration can be executed on the bidder's official letterhead.</p>

Note : i) All other terms and conditions remain unchanged.
 ii) This corrigendum shall form an integral part of the tender document.


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