



**भारतीय विदेश व्यापार संस्थान**  
**INDIAN INSTITUTE OF FOREIGN TRADE**

दिल्ली परिसर  
**DELHI CAMPUS**

**PROVIDING 4 BEDROOM, DINNING, KITCHEN,  
SERVANT ROOM ACCOMMODATIONS / APARTMENT  
FOR OFFICERS (TRAINEE) OF IIFT DELHI**

**EXPRESSION OF INTEREST (EOI)**

**Eoi No. : IIFT(D)/EM/1/(2)/2023-24**  
**DATED : 29.05.2023**

**INDIAN INSTITUTE OF FOREIGN TRADE**  
*(A Deemed to be University under Ministry of Commerce and Industry, Govt. of India)*  
**IIFT Bhawan, B-21, Qutab Institutional Area, New Delhi - 110 016.**

**Sub. : Providing 4 Bedroom, Dinning, Kitchen, Servant Room Accommodations / Apartment for Officers (Trainee) of IIFT Delhi.**

**:: INDEX::**

<b>Section No.</b>	<b>Item / Description</b>	<b>Page No.</b>
1	Eol	3 - 5
2	Scope of Work	6 - 7
3	General (Commercial) Conditions of Contract (GCC) & Draft Rent Agreement	8 - 16
4	Certificate regarding restrictions on procurement from a bidder of a country which shares a land border with India.	17
5	Technical Bid	18 - 19
6	Financial Bid	20

**Asst. Registrar (E&M)  
Email ID: arem@iift.ac.in  
Indian Institute of Foreign Trade  
New Delhi**

## SECTION – 1

### **EXPRESSION OF INTEREST (EoI)**

#### **INDIAN INSTITUTE OF FOREIGN TRADE**

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

B-21, Qutab Institutional Area New Delhi – 110016.

- 1.0** Sealed Expression of Interest (EoI) in Single Stage Two Envelope method (Part-A: Techno-commercial and Part-B: Financial) are invited on behalf of the VC IIFT for undertaking following works/services:

Sl. No.	Name of the Item / Work
1.	Providing 4 Bedroom, Dinning, Kitchen, Servant Room Accommodations / Apartment for Officers (Trainee) of IIFT Delhi.

- 2.0 Time Period :** 12 Months

- 3.0 Location of the property:** The property should be located with-in 5-6 kms. preferably in Vasant Kunj, Vasant Vihar, Saket, Hauz Khas, Safdarjung Enclave, Malviya Nagar and nearby places.

**4.0 Eligibility Criteria :**

- The bidder from a country which shares a land border with India will be eligible to bid in this EoI only if the bidder is registered with the Competent Authority [for further details refer Clause 11 Section - 3 & Annexure – A, Section - 4].
- The bidder or its parent firm should be in business of providing similar services for at least one year as on last date of receipt of tender or the bidder should be owner of the property. Similar services shall mean renting out apartments / buildings.
- The building proposed to be offered should be within a distance of 5-6 kms. from IIFT New Delhi Campus, have occupancy certificate from local municipal authorities.
- If an intending bidder wishes to submit more than one bid (separate property in each bid) the bidder is permitted to do so provided the bidders submit separate bid security/EMD in each bid.

**5.0 Bids details, schedule of submission of bids and addresses**

Sl. No.	Criteria	Description
1.	Date of availability of EoI Document	From 29/05/2023 to 08/06/2023 available at <a href="http://www.iift.ac.in">www.iift.ac.in</a> or <a href="http://www.eprocure.gov.in/epublish/app_">www.eprocure.gov.in/epublish/app_</a>
2.	Pre-Bid Meeting	At 3.00 pm on 06/06/2023 physically at B-21, IIFT Bhawan, Qutab Institutional Area, New Delhi.
3.	(a) Submission of EoI Document,	The EoI should be submitted as detailed below : <b>Envelope - 1 :</b> Techno-Commercial Bid comprising of EMD and EoI document with all relevant papers duly signed. The envelope should be super scribed as <b>“Techno-Commercial Bid for Providing 4 Bedroom, Dinning, Kitchen, Servant Room Accommodations / Apartment for Officers (Trainee) of IIFT Delhi”</b> .

		<p><b>Envelope - 2</b> : Financial Bid comprising of Price Bid. The envelope should be super scribed as “<b>Financial Bid for Providing 4 Bedroom, Dinning, Kitchen, Servant Room Accommodations / Apartment for Officers (Trainee) of IIFT Delhi</b>”.</p> <p><b>Envelope 1 &amp; Envelope 2</b> shall be put together in a big envelope super scribed as “<b>Providing 4 Bedroom, Dinning, Kitchen, Servant Room Accommodations / Apartment for Officers (Trainee) of IIFT Delhi</b>” should be addressed to the Asst. Registrar (E&amp;M), Indian Institute of Foreign Trade (IIFT), B-21, Qutab Institutional Area, New Delhi - 110016 and may be dropped in a box kept with the Security Guard at the main gate of the institute at the above mentioned address. No EoI shall be accepted after prescribed due date and time.</p>
	(b) Last date & Time for submission of Technical bid, Price bid and supporting documents	08/06/2023 at 3:00 p.m.
4.	Email address for correspondence	arem@iift.ac.in
5.	Date & Time of opening of Technical Bids	At 03:30 p.m. on 08/06/2023
6.	Date & Time of opening of Price Bids	Will be communicated to the technically Qualified bidders separately through e-mail
7.	Earnest Money Deposit (EMD)	<p>Rs. 5,000/-</p> <p>The bidder shall furnish the bid security / EMD through a DD in favour of “Indian Institute of Foreign Trade, Delhi” or through NEFT/RTGS in favour of “Indian Institute of Foreign Trade, Delhi” as per details given below.</p> <p>Details for NEFT/RTGS are as under:  Beneficiary Name : Indian Institute of Foreign Trade  Bank Name &amp; Address : Indian Bank, 7, S. J. S. Marg, Mehrauli Institutional Area, New Delhi 110016  IFSC code – IDIB000M089  MICR code - 110019018  A/c No.– 767635122</p> <p><b>Note :</b> <i>The NSIC / MSME units shall be exempted from submission of EMD/ Bid Security deposit on production of requisite proof in respect of valid certification from NSIC / MSME for the EoI item / service.</i></p>
8.	Initial Lease Period	12 months
9.	Stamp duty / registration charges	To be shared in the ratio of 50:50.
10.	Rent payment to be started	From date of handing over of possession.

- 6.0** Incomplete, ambiguous, conditional, Eol (Bid) are liable to be rejected.
- 7.0** If an intending bidder wishes to submit more than one bid (separate property in each bid) the bidder is permitted to do so provided the bidders submit separate bid security/EMD in each bid.
- 8.0** The IIFT reserves the right to accept or reject any Eol (bid), and to annul the Eol process and reject all Eol (bids), at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds of IIFT action.

**Note 1:** If date fixed for opening of Eol (bid) is subsequently declared as holiday by the IIFT, the revised date will be notified. In the absence of such notification, the date for opening shall be on next working day, time and venue remaining unaltered.

**Note 2 :** All documents submitted in the Eol (bid) offer should be preferably in English. In case the certificates / documents are issued in language other than English, the bidder shall attach an English translation of the same duly attested by the bidder & the translation to be true copy in addition to the relevant certificate.

**Note 3 :** All computer generated documents should be duly signed / attested by the bidder.

**Assistant Registrar (E&M)**  
**Email ID: [arem@iift.ac.in](mailto:arem@iift.ac.in)**  
**Indian Institute of Foreign Trade**  
**New Delhi**

## SECTION – 2

### SCOPE OF WORK

#### **About the Institute**

The Indian Institute of Foreign Trade (IIFT), a deemed to be University, is a national institute involved in Post-Graduate Teaching of Management Studies, Economics and research in both disciplines and five years integrated MBA (IB) Programme. Established in 1963, as an autonomous body under the Ministry of Commerce & Industry, Government of India, it has significantly contributed towards the external trade sector of India through policy research and skill-building over the past six decades. It also emerged as a leading Business School in the country, consistently ranked among the top 10 in the list. The rich contributions in knowledge domain helped the Institute to earn the status of “Deemed to be University” in the year 2002. Over the years, IIFT has emerged as a national university with focus on Economics and International Business, which is reflected in all the major activities of the Institute, namely: Research, Teaching and Training. The National Assessment and Accreditation Council (NAAC) has recognized IIFT as Grade ‘A++’ Institution in its evaluation during 2005 as well as in 2015. Recently, the Institute has been granted graded autonomy by UGC/MHRD as Category-I Institution

**Type of Accommodation:** 4 Bedroom, Dinning, Kitchen, Servant accommodation, preferably with rooms having attached washroom, common kitchen, parking space, etc.

#### **(a) Essential requirement:**

- (i) The offered property should have 4 Bedroom, Dinning, Kitchen, Servant Rooms.
- (ii) The property should have all electrical fittings like lights, ceiling fans, geyser, chimneys, exhaust fan etc.).
- (iii) All washrooms should have good quality sanitary fixtures like WC, Wash Basins, Water mixtures, Taps etc.
- (iv) The property should have 24x7 water facilities (availability of RO and water in washrooms). The water charges shall be reimbursed on production of payment of bill, if any.
- (v) The property should have 24x7 electric supply with facility of power back-up / generator for all electric fixtures excluding AC. The electricity charges shall be reimbursed on production of payment of bill, if any.
- (vi) The property should have 24x7 IGL Gas connection supply. The charges shall be reimbursed on production of payment of bill, if any.

**(b) Additional requirement:**

**For 4 Bedroom, Dinning, Kitchen, Servant Room**

(i) Each room shall have following furniture / fixtures.

<b>S. N.</b>	<b>Furniture Item</b>	<b>For Room</b>
1.	Air Conditioner of appropriate capacity	1
2.	Room heater (Blower)	1
3.	Beds (6 ft. x 6 ft. size) with luggage rack / cabinets, mattress & pillow.	1
4.	Small size study tables [approx. size of table (4 ft. x 2 ft. x 2.5 ft.)]	1
5.	Study chair	2
6.	Lockable wardrobes (approx. size 3x6.5 ft.) with 5 cloth hangers.	1
7.	Bucket & mug	2
8.	Stands for drying clothes.	1
9.	Curtains on all windows.	Yes
10.	Dustbin	1

(ii) Dining Table with 4 dining chairs: 1

(iii) Refrigerator (170 Ltr. To 200 Ltr.) : 1

(iv) Automatic Washing machine (6 kg. capacity): 1

## SECTION – 3

### GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT (GCC) & DRAFT RENT AGREEMENT

1. The general condition shall apply in contracts made by IIFT for Hiring 4 Bedroom, Dining, Kitchen, Servant Room Accommodations for Officers (Trainee) of IIFT Delhi.
2. The successful bidder has to handover ready to move property within 10 days of issue of Offer Letter.
3. **EARNEST MONEY DEPOSIT (EMD):**
  - (a) The Bidder shall furnish EMD for the amount and validity period mentioned in EoI.
  - (b) EMD is required to protect the Institute against the risk of Bidder's conduct.
  - (c) The EMD should be paid by DD or should be directly credited to the designated account as mentioned in EoI. Proof of remittance of EMD in the designated account should be enclosed with the technical bid.
  - (d) Any Bid not accompanied by Proof of remittance of EMD for the specified amount and not submitted to the Institute as mentioned in this EoI will be rejected as non-responsive.
  - (e) The EMD of the unsuccessful Bidder(s) would be refunded / returned by the Institute within 4 weeks of the Bidder being notified as being unsuccessful.
  - (f) The EMD of successful Bidder will be discharged upon the Bidder signing the contract.
  - (g) No interest is payable on EMD.
  - (h) The EMD may be forfeited:-
    - if a Bidder withdraws his Bid during the period of Bid validity specified in this EoI  
or
    - if a Bidder makes any statement or encloses any form which turns out to be false / incorrect at any time prior to signing of Contract;  
or
    - if the successful Bidder fails to accept Purchase Order and / or sign the contract with the institute.
  - (i) If EMD is forfeited for any reasons mentioned above, the concerned Bidder may be debarred from participating in the EoI floated by the Institute for a period of 3 years.
4. The intending bidder can quote rate with essential requirement or rate with essential plus additional requirement
5. **Period of Contract:** The period of contract for hiring the property will be 12 months.
6. The successful intending bidder has to enter for rent agreement with IIFT as per 'Annexure A'.
7. The IIFT shall pay interest free refundable security deposit equivalent to One month rent.
8. **PAYMENTS:**
  - 8.1 Payments will be made through RTGS (Real Time Gross Settlement) or NEFT (National Electronic Fund Transfer) as the case may be from the date of taking over possession of premises.



8.2 Mandate willing to receive e-payments signed by authorized signatory of vendor shall be submitted by the vendor containing following information at the time of signing of Agreement / Contract.

- (a) Account beneficiary's name.
- (b) Account type.
- (c) Account number.
- (d) Name of the bank.
- (e) Bank Branch's NEFT code.
- (f) IFSC code in case of Transfer through RTGS.

All the above particulars which form the essential element of this mandate may be duly verified by Banker of the vendor.

- 9. The owner has to carry out necessary whitewash / distemper etc. in case agreement is renewed beyond 12 months.
- 10. Quoted Rates shall be inclusive of all expenses to be incurred by vendor for providing goods and service as specified in the Scope of Work of the tender document including all taxes, excluding GST
- 11. **EXTENSION OF CONTRACT:**

IIFT will have the right to extend this contract at one time or in spells of lesser time period up to a cumulative maximum period of 24 months or till an alternative arrangement is made whichever is earlier at same terms and conditions. An increase in rates @5% per year shall be allowed. Extension beyond 24 months will be mutually agreed upon.

**11. 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.**

- I. 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.
- II. "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.

III. "Bidder from a country which shares a land border with India" for the purpose of this order means:-

- a. An entity incorporated, established or registered in such a country; or
- b. A subsidiary of an entity incorporated, established or registered in such a country; or
- c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
- d. An entity whose beneficial owner is situated in such a country; or
- e. An Indian (or other) agent of such an entity; or
- f. A natural person who is citizen of such a country; or
- g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.

IV. The beneficial owner for the purpose of (iii) above will be as under:

1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.  
Explanation-
  - a) "Controlling ownership interest" means ownership of or entitlement to more than twenty-five percent of shares or capital or profits of the company;
  - b) "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholder's agreements or voting agreements.
2. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals.
4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

- V. An agent is a person employed to do any act for another, or to represent another in dealings with third person.
- VI. 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.

**12. ARBITRATION:**

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

**13. 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 Delhi only.

**Assistant Registrar (E&M)**  
**Email ID: [arem@iift.ac.in](mailto:arem@iift.ac.in)**  
**Indian Institute of Foreign Trade**  
**New Delhi**

## DRAFT RENT AGREEMENT

THIS RENT DEED is executed at New Delhi on this .....day of between Resident of ..... (hereinafter jointly and severally called the "LESSOR", which expression shall include their heirs, legal representatives, successors and assigns) of the one part (First Party):

AND

**M/s. Indian Institute of Foreign Trade** having permanent address at **B-21 Qutab Institutional Area, New Delhi - 110016** (hereinafter called the Lessee, which expression shall include its legal representatives, successors and assigns) of the other part (Second Party):

WHEREAS ..... the Lessor is the absolute owner of the property bearing no..... consisting of ..... hereinafter referred to as "Demised Premises".

WHEREAS the lessee has requested the Lessor to grant lease with respect to the ..... and the Lessor has agreed to lease out to the Lessee for residential purposes only, on the following terms and condition:

NOW THIS DEED WITNESSETH AS FOLLOWS:

1. The lease in respect of the "Demised Premises" shall commence from ..... shall be valid for a period of Twelve Months. IIFT will have the right to extend this contract at one time or in spells of lesser time period up to a cumulative maximum period of 24 months or till an alternative arrangement is made whichever is earlier at same terms and conditions
2. That the Lessee shall pay to the Lessor a monthly rent of Rs. .... (.....only) subject to TDS. This may thereafter be increased by 5% annually if accommodation is retained beyond 12 months as per Clause 1 above. The rent shall be paid in advance monthly on or before 7<sup>th</sup> of English calendar month by bank transfer.
3. The Lessee has paid to the Lessor an interest-free refundable security deposit equivalent to One month rent i.e. Rs..... (Rs..... Only) as a deposit. The said amount of the security deposit shall be refunded by the Lessor to the Lessee at the time of handing over possession of the demised premises by the Lessee upon expiry or sooner termination of this lease after adjusting any dues (if any) or cost towards damages caused or due to negligence of the Lessee or the person he is responsible for, normal wear & tear and damages due to act of god

exempted. In case the Lessor fails to refund the security deposit to the Lessee on early termination or expiry of the lease agreement, the Lessee is entitled to hold possession of the leased premises, without payment of rent and/or any other charges whatsoever, till such time the Lessor refunds the security deposit to the Lessee. This is without prejudice and in addition to the other remedies available to the Lessee to recover the amount from the Lessor.

4. That during the lease period, in addition to the monthly rental amount payable to the Lessor, the Lessee shall pay for the use of electricity & water and IGL as per bills received from the authorities concerned directly. For all the dues of electricity bills, Water bills and IGL bills till the date the possession of the premises is handed over by the Lessor to the Lessee, it is the responsibility of the Lessor to pay and clear them according to the readings on the respective meters. At the time of handing over possession of the premises back to the Lessor by Lessee, it is the responsibility of the Lessee to pay electricity, water & IGL bills, as presented by the Departments concerned according to the readings on the respective meters up to the date of vacation of the property
5. That all the sanitary, electrical and other fittings and fixtures and appliances in the premises shall be handed over from the Lessor to the Lessee in good working condition. There will be 4 weeks maintenance period after the possession of Lessee. If during these 4 weeks any defect in electrical outlets/appliances, plumbing/sanitary is identified & duly notified, the Lessor shall be responsible to repair/ replace the same at his own cost. Upon returning the premises, all the sanitary, electrical and other fittings and fixtures will be restored by the Lessee in a good condition as they are at present, subject to normal wear and tear and damage by act of God.
6. That the Lessee shall not sublet, assign or part with the demised premises in whole or part thereof to any person in any circumstances whatsoever and the same shall be used for the bonafide residential purposes only.
7. That the day to day minor repairs will be the responsibility of the Lessee at his/her own expense. However, any structural or major repairs, if so required shall be carried out by the Lessor.
8. That no structural additions or alterations shall be made by the Lessee in the premises without the prior written consent of the Lessor but the Lessee can install air-conditioners in the space provided and other electrical gadgets and make such changes for the purposes as may be necessary, at his own cost. The Lessor represents that the Premises possesses the adequate electrical infrastructure to cater for the electrical appliances including the air conditioners. On termination of the tenancy or earlier, the Lessee will be entitled to remove such equipment's and restore the changes made, if any, to the original state.

9. That the Lessor shall hold the right to visit in person or his authorized agent(s), servants, workmen etc., to enter upon the demised premises for inspection (not exceeding once in a month) or to carry out repairs/ construction, as and when required, by giving a 24 hours' notice to the occupier.
10. That the Lessee shall comply with all the rules and regulations of the local authority applicable to the demised premises. The premises will be used only for residential purposes of its trainee officer, employees, families and guests.
11. That the Lessor shall pay for all taxes/cesses levied on the premises by the local or government authorities in the way of property tax for the premises and so on. Further, any other payment in the nature of subscription or periodical fee to the welfare association shall be paid by the Lessee.
12. That the Lessor will keep the Lessee free and harmless of any demands, claims, actions or proceedings by others in respect of quiet possession of the premises.
13. That the Lessor hereby assures to the covenants with the Lessee that:
  - a) The Lessee paying the rent herein reserved and observing and performing the terms and conditions on the part of the Lessee as herein contained, shall be entitled to peacefully and quietly hold and enjoy the demised premises during the period of this lease free of any interference, interruption or objection whatsoever from the Lessor.
  - b) The Lessor shall indemnify and keep the lessee fully indemnified and held harmless from and against all damages, costs and expenses caused to or incurred by the Lessee as result of any defect in the title of the Lessors which disturbs or interferes with the possession and enjoyment of the demised premises by the Lessee under the covenants herein before contained.
  - c) In the event the Lessor transfers, alienates or encumbers or otherwise howsoever disposes of or, deals with leased premises or any part thereof or its right, title and interest therein during the terms of the present lease or further extended period, the Lessor shall intimate the lessee about the same in writing and the future owner or successor-in-title of the leased premises shall be bound to honor the terms of this Lease Deed, including further extensions as stated hereinabove and Lessor shall get an undertaking from the said purchaser / transferee to that effect.

- d) The Lessor shall acknowledge and give valid receipts for each and every payment made by the Lessee to the Lessor, which shall be conclusive proof of such payments.
  - e) The demised premises are free from all encumbrances whatsoever and they have not entered into any agreement or arrangement for disposing of or dealing with the demised premises or any part thereof/or the Lessor's right, title and interest in the demised premises in any manner whatsoever.
  - f) The Lessor confirms that in case for any reason whatsoever the premises in reference or any part thereof cannot be used for residential purposes because of any earthquake, civil commotion, or due to any natural calamity or if Premises is acquired compulsorily by any authority, over which the Lessee has no control, the Lessee shall have the right to terminate the lease forthwith and vacate the premises and the Lessor shall refund the security deposit or the rent received in advance to the Lessee forthwith.
  - g) The Lessor represents that the Demised Premises is free from all construction defect including but not limited to all moisture related construction defects such as leakage, cracks in house walls including that of compound walls, breakage of floor tiles, etc.
  - h) The Lessor represents that he has complied with all the statutory payments of the property including that of taxes, penalties if any and statutory dues to the local authority. The Lessor also represents that there is no Charge including mortgage due exist on the Demised Promises which would affect the peaceful possession of the Lessee of the Demised Premises.
14. That the Lessee will keep the Lessor harmless and keep it exonerated from all losses (whether financial or life), damage, liability or expense occasioned or claimed by reasons of acts or neglects of the Lessee or his employees or visitors whether in the leased premises or elsewhere in the building or its approaches, unless proximately caused by the negligent acts of the Lessor.
15. The Lessee shall maintain the Demised Premises in good and tenable condition and all the minor repairs such as leakage in the sanitary fittings, water taps and electrical usage etc. shall be carried out by the Lessee. That it shall be the responsibility of the Lessee to hand over the vacant and peaceful possession of the demised premises on expiry of the lease period, or on its early termination, as stated hereinabove in the same condition subject to natural wear and tear.
16. That both the parties shall observe and adhere to the terms and conditions contained hereinabove.
17. That the RENT AGREEMENT can be terminated even before the expiry of the rented period by giving two month's written notice by either party or by paying equivalent month rent in lieu thereof.

18. That the Lessee and Lessor represent and warrant that they are fully empowered and competent to make this lease.
19. **ARBITRATION:**
- (a) Except as otherwise provided elsewhere in the contract, in the event of any disputes, controversy or differences arising out of or related to this agreement or the breach, termination or invalidity thereof between the parties, such party or parties shall make a request to the other party or parties to amicably settle such differences or disputes and parties shall thereupon make every effort to settle the same amicably within a period of 60 (Sixty) days from the date of making of such request.
- (b) Where parties are unable to settle the disputes through conciliation, the same shall be referred to the Director 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 Delhi Centre.
20. Any dispute arising out of this agreement shall be subject to the jurisdiction of the competent court at Delhi only.

IN WITNESS WHEREOF the parties hereto have executed these presents the day and the year first hereinabove written.

FIRST PARTY  
(LESSOR)

SECOND PARTY  
(LESSEE)

**WITNESSES :**

1.

2.



**SECTION – 4**

**Annexure - A**

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

**Certificate for EoI**

*“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 EoI 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**

## SECTION – 5

### TECHNICAL BID

**Sub. : Providing 4 Bedroom, Dinning, Kitchen, Servant Room Accommodations / Apartment for Officers (Trainee) of IIFT Delhi.**

1	Name of the party/ Firm holding Title of the Property	
2	Nationality of the Owner	
3	Full Postal Address of the Property	
4	No. of bedrooms	
5	No. of bathrooms (attached or common)	
6	Total Plinth Area in Sq. Feet	
7	Distance in Km. from IIFT Campus.	
8	Whether Property offered is with essential requirement	
9	Whether Property offered is with essential plus additional requirement	
10	Contact Name	
11	Telephone / Mobile No.	
12	Email address	
13	PAN of owner (please enclosed self-attested photocopy of pan card.)	
14	Copy of Title Deed of the proposed Property.	
15	Any other Documents	
16	Whether it is in an independent building for exclusive use of IIFT without sharing some portion / floor with other	

17	100% Power Backup for all electrical fittings, appliances excluding ACs.	
18	Kitchen with IGL connection	
19	Parking space available(In Sq. ft)	
20	Whether proposed building is free from all Encumbrances, Claims, litigation etc.	
21	Whether all Govt. dues, (property) Taxes, Electricity, Telephone, Water Bill are paid up as on date of application(DOCUMENTARY PROOF should be furnished)	
22	Whether Water Storage Tanks fitted on the roof. If yes water storage capacity (in Ltrs)	
23	Whether Landlord of the Building is a near relative of any of the Employee of the IIFT.	
24	Whether proposed Property is physically vacant/ ready to occupy.	
25	Other information which the indenting Party / Firm wishes to furnish.	
26	Address of Property owner for Communication.	

(Signature with name and contact no. of Bidder)

## SECTION – 6

### FINANCIAL BID

Name of Work : Providing 4 Bedroom, Dinning, Kitchen, Servant Room Accommodations / Apartment for Officers (Trainee) of IIFT Delhi.

S. N.	Description	Quantity	Unit	Rate (including all taxes excluding GST) in Rs.	Amount (in Rs.)
1	Providing 4 Bedroom, Dinning, Kitchen, Servant Room Accommodations / Apartment for Officers (Trainee) as per details <b>(Essential requirement) given at 1 (a) &amp; Additional requirement given at 1 (b)</b> under titles Scope of Work	1	Per month		

OR

S. N.	Description	Quantity	Unit	Rate (including all taxes excluding GST) in Rs.	Amount (in Rs.)
1.	Providing 4 Bedroom, Dinning, Kitchen, Servant Room Accommodations / Apartment for Officers (Trainee) as per details <b>(Essential requirement) given at 1 (a)</b> only under titles Scope of Work	1	Per month		

- Quoted Rates shall be inclusive of all expenses to be incurred by vendor for providing goods and service as specified in the Scope of Work of the tender document including all Taxes excluding GST.
- Utility bills for water, electricity and IGL Gas shall be reimbursed by IIFT.

**Assistant Registrar (E&M)**  
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Indian Institute of Foreign Trade  
New Delhi