



भारतीय विदेश व्यापार संस्थान
INDIAN INSTITUTE OF FOREIGN TRADE

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

IIFT, B-21, Qutab Institutional Area, New Delhi – 110 016

दिल्ली परिसर
DELHI CAMPUS

Tender ref. no.: GA-12/1/2025-GA-I

दिनांक / Date: 02/04/2025

Tender for Empanelment of Vendors/ Suppliers for supplying of the Newspapers, Magazines and Scholarly Journals & Business Magazines to the Indian institute of Foreign Trade Library, New Delhi

The Indian Institute of Foreign Trade (IIFT) was established in 1963 as an autonomous body under the Ministry of Commerce & Industry to contribute in the skill building for the external trade sector of India. It has come a long way to successfully develop into a unique institution involved in imparting knowledge through research and training in international business and trade. The Institute was granted “Deemed to be University” status in 2002. The National Assessment and Accreditation Council (NAAC) has recognized IIFT as Grade ‘A’ Institution in 2005 as well as in 2015. The Institute was granted the prestigious AACSB Accreditation on 17th November, 2021.

The vendors/ suppliers, willing to be empanelled may submit their proposal in the desired format (Annexure- I & II) with all supporting documents to the Gen. Admin. Division of Indian Institute of Foreign Trade (IIFT), B-21, Qutab Institutional Area, New Delhi- 110016 from **02.04.2025 to 23.04.2025**, till **02:00 pm**.

Sl. No.	Name of the Item / Work	Estimated Cost	Bid Security / Earnest Money
1.	Empanelment of Vendors/ Suppliers for supplying of the Newspapers, Magazines and Scholarly Journals & Business Magazines at IIFT, New Delhi	₹ 12,85,000/-	₹ 25,700/-

The tender document shall be available for downloading from the websites www.iift.ac.in / www.eprocure.gov.in/epublish/app from **02.04.2025 - 23.04.2025**, till **02:00 pm**. Opening of Technical Bid: 23.04.2025 at 02:30 pm.

Detailed terms and conditions for empanelment of vendors/ suppliers to supply Newspapers, Magazines and Scholarly Journals & Business Magazines in IIFT Library are as follows:

Submission of Tender:

The tender should be submitted as detailed below:-

Envelope-1: Comprising of Bid Security / EMD (as prescribed), duly signed all pages of tender document and requisite documents duly signed. The envelope should be super scribed as **Technical Bid for “Empanelment of Vendors/ Suppliers for supplying of the Newspapers, Magazines and Scholarly Journals & Business Magazines at IIFT, New Delhi”**.

Envelope-2: Comprising of Price Bid. The envelope should be super scribed as **Financial Bid for “Empanelment of Vendors/ Suppliers for supplying of the Newspapers, Magazines and Scholarly Journals & Business Magazines at IIFT, New Delhi”**.

Envelope 1 & Envelope 2 shall be put together in a big envelope super scribed as **“Empanelment of Vendors/ Suppliers for supplying of the Newspapers, Magazines and Scholarly Journals & Business Magazines at IIFT, New Delhi”** should be submitted to Indian Institute of Foreign Trade (IIFT). This big size envelope should be dropped in a box kept with the Security Guard at the Main Gate of the institute at the above mentioned address from **02.04.2025 to 23.04.2025**, till **02:00 pm**.

Terms and Conditions for Empanelment

1. Interested Vendors/ Supplier must submit their proposal for empanelment along with all the required details and documents to Gen. Admin., IIFT- New Delhi. The tender document should be duly filled, signed, and submitted within the stipulated deadline.
2. Time for Commissioning Services: Within 07 days of PO.
3. Time for providing Services: 12 months.
4. Bid Validity: 90 Days
5. Earnest Money Deposit (EMD): To be submit in the form of DD/NEFT/RTGS in the name “Indian Institute of Foreign Trade as per details given below.

Details for NEFT/RTGS are as under; Beneficiary Name: Indian Institute of Foreign Trade Bank Name & Address: Indian Bank, 7, S.J.S. Marg, Mehrauli Institutional

Area, New Delhi 110016 IFSC code – IDIB000M089, MICR code – 110019018 A/c No. – 767635122.

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 tendered item / service.

6. Refund of EMD: The EMD will be refunded without any interest to the unsuccessful Bidders only after the Tenders are finalized.
7. The Vendors/ Suppliers must have experience of **minimum three (03) years** in supplying of Newspapers/ Magazines/ Scholarly Journals & Business Magazines to the Government Institutions/ Autonomous Institutions/ Public Sector Undertaking Institutions.
8. The Vendors/ Suppliers have to submit a copy of the last three years Annual Turnover certificate of FY 21-22, FY 22-23 and FY 23-24.
9. A photocopy of PAN Card must be attached.
10. In case, Newspapers, Magazines and Scholarly Journals & Business Magazines Subscription Agencies/ Firms found blacklisted by any Government/ Autonomous/ PSUs Institutions then it would not be entertained by the IIFT for empanelment. An undertaking in respect of this should be submitted by the Agencies/ Firms to the Library.
11. The IIFT reserves the right to cancel the order or return the Newspapers, Magazines and Scholarly Journals & Business Magazines at any stage. If the information is not found correct, no claim of the Vendors/ Suppliers will be accepted in this regard.
12. The tender documents will be scrutinized and shortlisted by Competent Authority. The shortlisted Vendors/ Suppliers will be informed through an email, upon which they will have to send their acceptance through e-mail.
13. This empanelment will be valid initially for one years and can be extended depending upon the satisfactory performance of the empanelled supplier/ vendor at the sole discretion of the Competent Authority.
14. Vendors/ Suppliers may please go through the attached list in Annexure-II of required Newspapers, Magazines and Scholarly Journals & Business Magazines and mention the admissible discount offered, if any.
15. The selection will be based on Lowest rates (L1) and the shortlisted vendors/ suppliers are required to strictly agree to supply the Newspapers, Magazines and

Scholarly Journals & Business Magazines as per the terms and conditions stated herein in the tender document.

16. The vendors/ suppliers shall ensure the uninterrupted supply of Newspapers, Magazines and Scholarly Journals & Business Magazines (List attached in Annexure-II) as specified in the supply order or as instructed by the IIFT Library.
17. The vendors/ suppliers must deliver all ordered newspapers in good condition on or before 8:30 a.m. daily to the IIFT Library and Magazines and Scholarly Journals & Business Magazines as per the frequency of its publication and quantity as specified in the supply order or as instructed by the IIFT Library.
18. The vendors/ suppliers will have to submit the bill(s) for the previous month's newspapers/magazines/ Scholarly Journals & Business Magazines in the first week of the next month. The payment will be cleared within 30 days of submission the bill(s). For delay of any payment, no claim of interest or change will be entertained by the IIFT Library.
19. The supplier shall replace free of charge any defective Newspaper/ Magazines supplied by them due to faulty printing or pagination, soiled copy or due to any other reason.
20. RTGS/NEFT/PFMS details need to be furnished by the vendors/ suppliers with the proposal on the letter head of Supplier/Firm/Agency.
21. IIFT New Delhi has right to reserve for any changes in the terms and condition in future.
22. **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, shall be prevented or delayed by Force Majeure situation. The Agency/ Firm shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
 - (i) For purposes of this Clause, "Force Majeure" means an event beyond the control of the Agency/ Firm and not involving the Agency/ Firm's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Institute either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
 - (ii) If a Force Majeure situation arises, the Agency/ Firm shall promptly notify the Institute in writing of such conditions and the cause within 7 days from

the date of occurrence thereof. Unless otherwise directed by the Institute in writing, the Agency/ Firm shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

- (iii) Neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non- performance or delay in performance.
- (iv) The operation of contract shall be resumed as soon as practicable after such event may come to an end or cease to exist and the decision of the IIFT New Delhi as to whether the operation have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or in part of any obligation under his contract is prevented or delayed by reason of any such event for a period exceeding 90 days either party may at his option terminate the contract.

23. 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.

24. Canvassing/marketing /offering promotional services etc. in any form whether directly or indirectly in connection with the tender is strictly prohibited and the tenders submitted by the vendor who resort to canvassing will be liable for rejection without any further reference.

25. IIFT New Delhi reserves the right to modify, expand, change, alter, restrict, scrap, refloat or cancel the Tender at any stage without assigning any reason whatsoever.

26. Any act or the part of the Bidder to influence anybody in IIFT New Delhi at any stage is liable to rejection of the Bid or termination of contract.

27. IIFT New Delhi reserves the right to relax/amend/add/withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any enquiry after submission of the bids will not be entertained.
28. The decision of Competent Authority, IIFT New Delhi will be final in all matters relating. IIFT New Delhi reserves the right to reject any application without assigning any reason.
29. In case of any dispute arising out of the terms and conditions of contract or assignment, the matter shall be referred to the Sole Arbitrator to be appointed by the Director, IIFT New Delhi and the award of the Sole Arbitrator will be binding on both the parties. Further, any legal dispute arising out of any breach of contract shall be settled in the court of competent jurisdiction located within the local limits of New Delhi.

30. PENALTIES:

In the event of the supplier failing, declining, neglecting or delaying the supply or in the event of any damage occurring or being caused by supplier, the Institute shall act without prejudice to any other party remedy available to it under the law for the time being in force in the New Delhi.

- a) Recover the amount of loss caused by the damage, failure or default (including the consequential damage).
- b) Impose a penalty up to 10% of the total value of the order and confiscate Security Deposit.
- c) The delay in the supply and imposition of penalty shall be subject to "Force Majeure" and "Arbitration" clauses of the contract.

31. LIQUIDATED DAMAGES:

- (i) 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 (ii)** below.
- (ii) Should the vendor fail to start services on specified date, IIFT shall be entitled to recover liquidated damages of **5%** per month (maximum upto 10%) of the contract value (to be computed on per day basis) for the delayed period.

32 NEAR-RELATIONSHIP CERTIFICATE: as per Annexure- A

- (i) 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.

- (ii) The Company or firm or the person will also be debarred for further participation in the tenders in the concerned unit.
- (iii) The near relatives for this purpose are defined as:-
 - (a) Members of a Hindu undivided family.
 - (b) They are husband and wife.
 - (c) The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).

33 PERFORMANCE BANK GUARANTEE (PBG)

- (i) The successful bidder is required to furnish 3% of estimated value as security deposit, in form of Performance Bank Guarantee as per **Annexure-D** within 30 days from the date of award of contract which would be valid upto 14 months and to be returned on successful completion of the contract without any interest.
- (ii) Performance Bank Guarantee deposit in the form of NEFT/RTGS in the name "Indian Institute of Foreign Trade payable at New Delhi as per details given below.
- (iii) Details for NEFT/RTGS are as under; Beneficiary Name: Indian Institute of Foreign Trade Bank Name & Address: Indian Bank, 7, S.J.S. Marg, Mehrauli Institutional Area, New Delhi 110016 IFSC code – IDIB000M089, MICR code – 110019018 A/c No. – 767635122.

34 COURT JURISDICTION:

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

I agree to abide by the above terms & conditions

Signature of Proprietor/ Head with Stamp

TECHNICAL BID

Empanelment of Vendors/ Suppliers for supplying of the Newspapers, Magazines and Scholarly Journals & Business Magazines to the Indian institute of Foreign Trade Library, New Delhi.

(Tender ref. no.: GA-12/1/2025-GA-I , dated: 02/04/2025)

1. Name of the Firm/ Agency:
2. Copy Incorporation / registration certificate of the company, copy attached (YES/NO):.....
3. GST Registration Certificate, copy attached (YES/NO):
4. Annual Turnover certificate of FY 21-22, FY 22-23, FY 23-24 (Authorized CA certified certificate), copy attached (YES/NO).....
5. Experience certificate of minimum 03 years, copy attached (YES/NO):
6. Copy of PAN attached (YES/NO):
7. Address of the Firm/ Agency:
.....
8. Name of the Contact Person:
9. Landline Telephone Number:
10. Mobile Number:
11. Certificate of Current Membership & No.:
 - a) Delhi State Booksellers & Publishers Association (DSBPA):
 - b) Federation of Indian Publishers and Book Suppliers Association (FIPBA):.....

12. Earnest money deposit (EMD) details:

13. Near Relation Certificate available at Annexure-A, copy attached (YES/NO):.....

14. Undertaking regarding Blacklisting / Non-Debarment Certificate available at Annexure-B, copy attached (YES/NO):.....

15. Certificate regarding restrictions on procurement from a bidder of a country which shares a land border with India Annexure-C, copy attached (YES/NO):.....

16. RTGS/NEFT/PFMS details of the vendors/ suppliers on the letter head of Supplier/Firm/Agency: attached (YES/NO):.....

Declaration: The information provided above is true to the best of my knowledge and belief. I shall be liable to action for any incorrectness found at any time. I undertake to intimate any change in the above information. I have carefully read the terms and conditions for empanelment and supply of Newspapers and Magazines to the IPC Library and shall abide by them while supplying Newspapers and Magazines to them. I have not been debarred by any Government/ Autonomous/ PSUs Institutions for supply of Newspaper and Magazines. I am fully aware that the IPC Library will not do any interim correspondence and my application is liable to be summarily rejected if the application is incomplete and/ or without proper supporting documents.

Date:

Signature of bidder

Place:

Name of bidder

Along with date & Seal

NEAR RELATIONSHIP CERTIFICATE

(Format of the Certificate)

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

Date:

Signature of bidder

Place:

Name of bidder
Along with date & Seal

* Certificate required on the letter head of Supplier/Firm/Agency

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To,

The General Administrative Section
IIFT
B-21, Qutab Institutional Area
New Delhi – 110 016

We hereby confirm and declare that we, M/s_____, is not black listed/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

Date:

Signature of bidder

Place:

Name of bidder
Along with date & Seal

* Declaration required on the letter head of Supplier/Firm/Agency

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 vendors/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 vendor/contractor from such countries unless such vendor/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 required on the letter head of Supplier/Firm/Agency

PROFORMAS

For the Performance Bank Guarantee

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

Subject : PERFORMANCE BANK GUARANTEE

Whereas INDIAN INSTITUTE OF FOREIGN TRADE (hereafter referred to as "IIFT") has issued a PO no. Dated/...../2025 awarding the work of **"Empanelment of Vendors/ Suppliers for supplying of the Newspapers, Magazines and Scholarly Journals & Business Magazines at IIFT, New Delhi"** to M/s.....,R/o (Here after referred to as "Bidder") and IIFT has asked him to submit a Performance Bank Guarantee in favour of Vice Chancellor, IIFT New Delhi of ₹/- (hereafter referred to as "P.G. Amount") valid up to .../.../2026 (hereafter referred to as "Validity Date").

Now at the request of the Bidder, We Bank Branchhaving..... (Address) and Regd. office address as..... (Here in after 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 Bank Guarantee amount or such lesser amount as IIFT may demand without requiring IIFT to have recourse to any legal remedy that may be available to it to compel the Bank to pay the same.
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 guarantee 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 **"Delhi"**.
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 :

(Signature of the Bank Officer)

(Rubber stamp of the bank)

Authorized Power of Attorney Number:

.....

Name of the Bank officer:

Designation:

Complete Postal address of Bank:

.....

.....

Telephone Numbers

Fax numbers

E-mail ID:

FINANCIAL BID

Empanelment of Vendors/ Suppliers for supplying of the Newspapers, Magazines and Scholarly Journals & Business Magazines to the Indian institute of Foreign Trade Library, New Delhi.

(Tender ref. no.: GA-12/1/2025-GA-I , dated: 02/04/2025)

List of Newspapers, Magazines & Scholarly Journals & Business Magazines Subscribed By IIFT Library

List of Newspapers				
S. No.	Newspaper	Qty	Cost per unit (in Rs.)	Gross Monthly Price
1	Asian Age	1		
2	Business Line	4		
3	Business Standard	6		
4	Dainik Bhaskar	1		
5	Dainik Jagran	1		
6	Employment News	3		
7	Financial Express	5		
8	Hindustan (Hindi)	3		
9	Hindustan Times	3		
10	Indian Express	2		
11	Millennium Post	1		
12	Mint	5		
13	Navbharat Times	2		
14	Rozgar Samachar	2		
15	The Economic Times	6		
16	The Hindu	4		
17	The Statesman	1		
18	The Telegraph	1		
19	The Times of India	6		
Total				
GST				
(A)Total including GST				

List of Magazines				
S.No.	Magazine	Qty	Cost per unit (in Rs.)	Gross Monthly Price
1	Business India	1		
2	Business Today	2		
3	Business World	3		
4	Economic & Political Weekly	1		
5	India Today	5		
6	Meri Saheli	1		
7	Nirogdham	1		
8	Outlook	3		
9	Pratiyogita Darpan	1		
10	The Economist	6		
11	Yojana	1		
Total				
GST				
(B)Total including GST				

Journals			
S.No.	Title of Journals		Cost (Rs.)
1	Banker	January to December	
2	Brookings Papers on Eco. Activity	January to December	
3	Business Today	April to March	
4	Business World	April to March	
5	Business India	April to March	
6	Chartered Accountant	October to September	
7	Chartered Secretary	April to March	
8	Competition Success Review	April to March	
9	Daily Index of Changes	January to December	
10	Data Quest	January to December	
11	Digit	January to December	
12	Down to Earth	May to April	
13	Economic & Political Weekly	March to April	
14	Economic Development in India	January to December	
15	Economist	April to March	
16	European Management Journal	April to March	
17	Exim India Newsletter	January to December	
18	Financial Markets Institutions & Instruments	January to December	
19	Fortune	January to December	
20	Frontline	April to March	
21	Harvard Business Review	August to July Print + Free online	
22	India Today	January to December	
23	Indian Eco. & Social History Review	January to December	
24	Indian Economic Review	January to December	
25	Indian Leather	January to December	
26	Minerals & Metal Review	April to March	
Total			
GST			
(C)Total including GST			

S. No.	Particulars	Total Cost (in Rs.)
1.	(A)Total including GST	
2.	(B)Total including GST	
3.	(C)Total including GST	
	Total Amount (A+B+C) (in Rs.) (incl. GST)	

The quoted rates shall be inclusive of all expenses to be incurred by the Vendors/ Suppliers for providing the services as specified in tender document.

Date:

Signature_____

Name_____

Address_____

Telephone_____

Seal of the firm_____