



**भारतीयविदेशव्यापारसंस्थान
INDIAN INSTITUTE OF FOREIGN TRADE**

**दिल्लीपरिसर
DELHI CAMPUS**

FACILITY MANAGEMENT SERVICES AT IIFT, NEW DELHI

**निविदापत्र
TENDER DOCUMENT**

**अनुबंधकीशर्त
CONDITION OF CONTRACT**

निविदासंदर्भसंख्या / TENDER REF. NO.:

IIFT(D)/Admn.1/(1)/2021-22

दिनांक / DATED :02/11/2021

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 Facility Management Services at IIFT Delhi.

:: INDEX::

Sec. No.	Item	Page No.
1	Detailed NIT	3 – 6
2	Tender Information	7
3	Scope of Work	8 – 15
4	General Instructions to Bidders(GIB)	16 – 27
5 (Part-A)	General (Commercial) Conditions of Contract (GCC)	28 – 36
5 (Part-B)	Special (Commercial) Conditions of Contract (SCC)	37 – 38
6 (A, B, C, D, E&F)	Undertaking & declaration, Near Relationship certificate, Declaration of Bid Security, etc.	39 – 44
7 (A & B)	Performa (s) for PBG, Letter of Authorization	45 – 47
8 (Part-A)	Bidder's Profile & Questionnaire	48 – 51
8 (Part-B)	Draft Agreement	52 – 53
9 (Part-A)	Technical Bid Letter	54 – 55
9 (Part-B)	Financial Bid Letter and Price Schedule	56 - 63

**Assistant Registrar (Admn.)
Email ID: aradm@iift.ac.in
Indian Institute of Foreign Trade
New Delhi**

SECTION – 1

NOTICE INVITING TENDER (NIT)

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.

निविदासंख्या/Tender No.: IIFT(D)/Admn.1/(1)/2021-22 दिनांक / Date: 02/11/2021

1.0 Sealed tenders in Single Stage Two Envelope method (Part-A: Technical bid and Part-B: Financial bid) are invited on behalf of the Vice Chancellor, IIFT for undertaking following works/services:

Sl. No.	Name of the Item / Work	Estimated Cost	Bid Security / Earnest Money
1.	Providing Facility Management Services at IIFT	Rs.347.70 lakhs	Nil

2.0 Time Period: 12 Months

3.0 Purchase of Tender Document:- The tender document shall be available for downloading from the website www.iift.edu / www.eprocure.gov.in from 02.11.2021- 23.11.2021 at 11.30 am.

4.0 Eligibility Criteria :

- a) The bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority [for further details refer Clause 20.0 Section 5 (A)].
- b) The bidder or its parent firm should be in business of providing similar services for at least five years on last date of receipt of tender.
- c) **Work experience:** Experience (in the format attached as *Annexure – B*) of having successfully completed similar works during the last 7 years ending previous day of last date of submission of tenders as detailed below :
- (i) Three similar completed works costing not less than the amount of Rs. 139.08 lakhs
or
Two similar completed works, costing not less than the amount of Rs. 208.62 lakhs
or
One similar completed work of aggregate cost not less than the amount of Rs. 278.16 lakhs
- (ii) **“Similar works” shall mean “Facility Management Services”**
- (iii) The work experience should be supported by certificates issued by clients organizations. In case the work experience is of Private sector the completion certificate shall be supported with copies of Letter of award and copies of Corresponding TDS Certificates. Value of work will be considered equivalent to the amount of TDS Certificate.

- d) The Bidder should furnish a Banks Solvency Certificate from a Scheduled Bank for an amount equal to 40% of the estimated cost i.e. Rs. 139.08 lakhs
- e) **The bidder should have an Annual average turnover of Rs.208.62 lakhs for last five year i.e.FY16-17,FY 17-18, FY 18-19, FY 19-20, FY 20-21.**
- d) **The bidder should have a valid PAN.**
- e) **The bidder should have Goods and Service Tax Registration Certificate. Copy of Registration Certificate is to be submitted as part of bid and bidder has to give a self-declaration that bidder is not black listed by GST authorities.**

OR

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

4.1 The Annual turnover certificate should be on letter head of Chartered Accountant. **In case Account for FY 20-21 is not yet audited, a self-attested turnover statement supported by documents may be attached.** Bidders shall submit necessary documentary proof showing that they meet the eligibility criteria along with their tender bid. All documents submitted will also be self-attested by the bidder.

Note:-

I) Certificate of Financial Turnover and Profit

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

II) Certificates in the name of other Companies:

- a) **Certificates of Subsidiary:** Any company/firm while submitting tender can use the work experience of its subsidiary company to the extent of its ownership in the subsidiary company.
- b) **Merger/ Acquisition of Companies:** In case of a Company/firm, formed after merger and/ or acquisition of other companies/ firms, past work experience and Financial parameters like turnover, profitability, net worth etc. of the merged/ acquired companies/ firms will be considered for qualification of such Company/ firm provided such Company/ firm continues to own the requisite assets and resources of the merged/ acquired companies/ firms.

4.2 The bidder has to register himself / herself / itself within one month of award of work with the appropriate authorities under **Employees Provident Fund and Employees State Insurance Acts, if not already registered.**

5 Bid Security / EMD:

The bidder has to submit a declaration towards earnest money deposit vide section 6(c)

~~The bidder shall furnish the bid security / EMD through NEFT/RTGS in favour of "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~~

5.1 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 Make in India Policy

The policy of the Govt. of India to encourage "Make in India" and promote manufacturing and production of goods and services in India as per the revised "Public Procurement (Preference to Make in India), Order 2017", circulated by the Department of Promotion of Industry and Internal trade, Ministry of Commerce & Industry, Govt. Of India vide Order No. P-45021/2/2017-PP (BE-II) dated 16.09.2020 will be applicable for this tender.

7 **Submission of Tender:** The tender should be submitted as detailed below :-

Envelope-1 : Comprising of EMD or declaration in lieu of EMD and tender document with all relevant papers duly signed. The envelope should be super scribed as "**Providing Facility Management Services at IIFT**".

Envelope -2 : Comprising of Price Bid. The envelope should be super scribed as "**Price Bid for Providing Facility Management Services at IIFT**".

Envelope 1 & Envelope 2 shall be put together in a big envelope super scribed as "**Providing Facility Management Services at IIFT**" should be submitted to the Assistant Registrar (Admn.), Indian Institute of Foreign Trade (IIFT). This big size envelope may be dropped in a box kept with the Security Guard at the main gate of the institute at the above mentioned address. No Tender shall be accepted after prescribed due date and time.

8 **Date & Time of Submission of Tender : 23.11.2021 at 11:30 hrs.**

9 **Date & Time of Opening of Tender**

9.1 Technical Bid: **23/11/2021 at 15:30 hrs.**

9.2 Financial Bid: The date & time will be intimated later on to the responsive bidders only.

- 10 Tender bids received after due date & time will not be accepted.
- 11 Incomplete, ambiguous, conditional, bids are liable to be rejected.
- 12 The Institute reserves the right to accept or reject any or all tender bids without assigning any reason. The Institute is not bound to accept the lowest tender.
- 13 **The bidder shall furnish a declaration in his letter head 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.**
- 13.1 In case of any correction / addition / alteration / omission in the tender document, the tender bid shall be treated as non-responsive and shall be rejected summarily.
- 14 The Bidder has to indemnify IIFT against loss of input tax credit on account of Black-listing of firm during tenure of contract.
- 15 IIFT has the right to recover input tax credit loss suffered by it due to any mis-declaration of invoice by Bidder.

Note 1: If date fixed for opening of bids 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 bid offer should be preferably in English. In case the certificate viz. experience, registration etc. is 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 / vendor organization.

Assistant Registrar (Admn.)
Email ID: aradm@iift.ac.in
Indian Institute of Foreign Trade
New Delhi

SECTION – 2

TENDER INFORMATION

1. Type of tender:
Single Stage Two envelope (Part-A: Techno-commercial bid and Part-B: Financial bid)
2. **Bid Validity Period / Validity of bid Offer:** 90days from the tender opening date.
3. The bid is invited in single stage two envelope system.

3.1 Techno-commercial bid, shall contains following documents:

- 1) Certificate(s) showing fulfillment of the eligibility criteria(s) stated in Clause 4 of the NIT. Viz;
 - i) **Copy of Registration with competent authority [(Department for Promotion of Industry and Internal Trade (DPIIT)] for bidder from a country which shares a land border with India**
 - ii) Incorporation of company
 - iii) Work experience certificate
 - iv) Bank Solvency Certificate
 - v) Turnover Certificate for FY 16-17, FY 17-18, FY 18-19, FY 19-20, FY 20-21.
 - vi) Copy of PAN
 - vii) Copy of Goods and Service Tax Registration Certificate or the bidder should produce certificate that bidder is exempted to register under Goods and Service Tax.
 - viii) ~~Proof of payment of Bid security / EMD through NEFT/RTGS~~
- 2) Documents (self-attested) stated in Clause-10 of Section-4. Viz;
 - a) Valid NSIC / MSME certificate, if any.
 - b) Article or Memorandum of Association or partnership deed or proprietorship deed as the case may be.
- 3) Undertaking & declaration duly filled & signed. (Section - 6A)
- 4) Near-Relation declaration duly filled & signed. (Section - 6B)
- 5) Declaration in Lieu of EMD/Bid security. (Section – 6C)
- 6) Declaration in respect of no addition / deletion / corrections in downloaded tender (Section 6D)
- 7) Certificate regarding restrictions on procurement from a bidder of a country which shares a land border with India (Section – 6E)
- 8) Local content Declaration & Self Certification towards preference to Make in India (Section 6F)
- 9) Bidder's Profile & Questionnaire duly filled & signed. (Section - 8)

3.2 **Financial bid** shall contain Price Schedule. (Section-9 Part B)

Note 1: First techno-commercial bid will be opened and evaluated by TEC. The financial bid of only responsive bidders shall be opened.

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Email ID:aradm@iift.ac.in
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SECTION –3

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. 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.

IIFT Delhi campus comprises of one administrative block, one academic block, three hostels (one hostel at a distance of 500 meters from its main campus), three guest house located at Vasant Vihar / Vasant Kunj. The Institute offers residential accommodation to around 350 students in three hostel blocks. The approximate area to be cleaned is 2,00,000 sq. ft.

SCOPE OF WORK

- 1) The scope of work and the schedule of services shall include works related to housekeeping cleaning (building including toilets), sweeping (including roads and area around building),dusting of furniture and equipments, etc.
- 2) Providing necessary Manpower (details of manpower and their qualifications are given in *Annexure-1 and Annexure-2 respectively*) equipments and cleaning materials as per *Annexure - 3* for work mentioned at sl. no. (1) above.
- 3) Providing necessary manpower (details of manpower and their qualifications are given in *Annexure-1 and Annexure-2 respectively*) to carryout day to day maintenance in respect of sanitary and water supply installation, electrical installation, wood work (doors, window, partition, etc.)and Horticulture work in the campus. The materials required shall be supplied as per Table C of Price Schedule. The list of approved make of materials is given at Annexure-4.
- 4) Providing necessary Manpower (details of manpower and their qualifications are given in *Annexure-1 and Annexure-2 respectively*) to carryout day to day functioning of the institute in respect of Audio-Video equipments, maintenance of computers and IT infrastructure.

- 5) Providing necessary Manpower (Assistant, Jr. Assistant, Personal Assistant, Hindi Translator Stenographer, Data Entry Operator, Data Operator Analyst, Computer Operator, Office Boy, etc. - details of manpower and their qualifications are given in *Annexure-1 and Annexure-2 respectively*), to carry out day to day administrative functioning of the institute.
- 6) Providing necessary Manpower (Gym Trainer, Caretaker cum Cook, Staff Car Driver, etc. - details of manpower and their qualifications are given in *Annexure-1 and Annexure-2 respectively*) to carryout miscellaneous day to day functioning of the institute.

Duties & Responsibilities :

Duties & Responsibilities of Manpower recruited through this tender are in general, identical to the duties and responsibilities generally observed in educational institutes / Govt. offices. Duties in detail shall be assigned on joining of manpower.

Note : All materials to be supplied shall be as per CPWD specifications Vol. I & II 2019 with upto date correction slips.

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Categories of Manpower

The agency must provide the following categories of manpower as and when required in numbers for the Institute:

Sl. No.	Manpower	Quantity in Nos.
For Housekeeping / Cleaning work		
1.	Supervisor (Housekeeping)	02
2.	Supervisor (E&M)	01
3.	Housekeeping / Cleaning	33
For Maintenance in respect of S/I, W/S, E/I, Wood work		
4.	Plumber	2
5.	Carpenter	01
6.	Electrician	02
7.	Assistant Electrician	02
8.	Head Mali	01
9.	Mali	04
For, Maintenance of Computers and IT Infrastructural, Operation of Audio-Video Equipments		
10.	Computer Engineer	02
11.	Audio-Video Operator	02
For Administrative functioning of Institute		
12.	Assistant	05
13.	Junior Assistant	03
14.	Personal Assistant	07
15.	Hindi Translator	01
16.	Stenographer	03
17.	Data Entry Operator	14
18.	Data Operator Analyst	28
19.	Computer Operator	01
20.	MTS/Peons/Office Boys	41
For Misc. day to day functioning of Institute		
21.	Gym Trainer	01
22.	Gym Caretaker	01
23.	Caretaker cum Cook	05
24.	Staff Car Driver	02
Total		164

Qualifications for Manpower

Sl. No.	Manpower	Qualification
For Housekeeping / Cleaning work		
1.	Supervisor (Housekeeping)	As per IIT/IIM/ Central University /Reputed organization will be followed.
2.	Supervisor (E&M)	As per IIT/IIM/ Central University /Reputed organization will be followed.
3.	Housekeeping / Cleaning	As per IIT/IIM/ Central University /Reputed organization will be followed.
For Maintenance in respect of S/I, W/S, E/I, Wood work		
4.	Plumber	As per IIT/IIM/ Central University/Reputed organization will be followed.
5.	Carpenter	As per IIT/IIM/ Central University/Reputed organization will be followed.
6.	Electrician	Essential: Diploma/ITI in a relevant trade from a recognized Institution with a Certified Electrician License issued by competent authority. Desirable: 1. 01 year work experience
7.	Assistant Electrician	Essential: 10 th pass with 05 years working experience in Electrical trade.
8.	Head Mali	As per IIT/IIM/ Central University/Reputed organization will be followed.
9.	Mali	As per IIT/IIM/ Central University/Reputed organization will be followed.
For, Maintenance of Computers and IT Infrastructural, Operation of Audio-Video Equipments		
10.	Computer Engineer	As per IIT/IIM/ Central University/Reputed organization will be followed.
11.	Audio-Video Operator	As per IIT/IIM/ Central University/Reputed organization will be followed.
For Administrative functioning of Institute		
12.	Assistant	Essential: A Graduate from a recognized University in any discipline with good working knowledge of computers.
13.	Junior Assistant	Essential: 1. A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board / University / Institution. 2. Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.

14.	Personal Assistant	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Bachelor Degree from a recognized University. 2. At least three years post qualification experience working as Private Secretary/ Personal Assistant/ Stenographer/ Executive Assistant/ Executive Secretary in a Governmental Department/ Universities/ Autonomous Bodies/ PSUs/ Educational Institution recognized by the Government. 3. Skill test norms: <ol style="list-style-type: none"> (a) Dictation: 10 mts @ 100 w.p.m. (b) Transcription: 40 mts. (English) or 55 mts. (Hindi) on computer. (c) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication etc. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Degree/Diploma in Computer Application/Science. 2. Diploma in Office Management and Secretarial practice. 3. Knowledge of service rules applicable for Central Government establishments.
15.	Hindi Translator	As per IIT/IIM/ Central University/Reputed organization will be followed.
16.	Stenographer	<p>Essential:</p> <ol style="list-style-type: none"> 1) Passed Sr. Secondary School (10+2) Examination or its equivalent examination. 2) Shorthand speed of 80 words per minute and typing speed of 40 words per minute in English <p>OR</p> <p>Shorthand speed of 60 words per minute and typing speed of 30 words per minute in Hindi</p> <p>Desirable: 1. Knowledge of Computers. 2. Diploma in Computers and/or Office Management and Secretarial Practice.</p>
17.	Data Entry Operator	As per IIT/IIM/ Central University/Reputed organization will be followed.
18.	Data Operator Analyst	As per IIT/IIM/ Central University/Reputed organization will be followed.
19.	Computer Operator	As per IIT/IIM/ Central University/Reputed organization will be followed.
20.	MTS/Peons/Office Boys	10 th Pass or ITI equivalent.

For Misc. day to day functioning of Institute

21.	Gym Trainer	As per IIT/IIM/ Central University/Reputed organization will be followed.
22.	Gym Caretaker	As per IIT/IIM/ Central University/Reputed organization will be followed.
23.	Caretaker cum Cook	As per IIT/IIM/ Central University/Reputed organization will be followed.
24.	Staff Car Driver	<p>Essential:</p> <ol style="list-style-type: none">1. A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board/ University/Institution or a Graduate from a recognized University.2. Possession of a valid driving license of the motor vehicle, knowledge of motor mechanism (The candidate should be able to remove minor-defects in vehicle)3. Experience of driving a motor vehicle for at least 3 years. <p>Desirable: Possessing a valid license for Heavy vehicles</p>

Materials for Housekeeping work to be provided on Monthly basis

1. Toilet Cleaner
2. Floor Shampoo
3. Liquid Hand wash (Dettol/Lifebuoy/Savlon/Godrej/Himalaya)
4. Floor Duster
5. White Duster
6. Glass Cleaner
7. Wiper (for floor cleaning)
8. Plastic Juna
9. Toilet Freshener
10. Dust Pan
11. Naphthalene Balls
12. Urinal Cubes
13. Toilet Brush (Heavy Duty)
14. Toilet Pump
15. Soft Broom
16. Hard Broom
17. White Disinfectant Phenyl
18. Detergent Powder
19. Room Freshener
20. Mosquito/Cockroach Killer Spray
21. Toilet Roll
22. Face Tissue Box
23. Bleach Powder
24. Yellow Duster
25. Brass Polish
26. Steel Polish
27. Sponge for Cleaning (Big size)
28. Batti Brush
29. Wiper (for window glasses)
30. Thinner

Note : All material should be ISI Mark.

List of Approved Make of Materials

Sl. No.	Details of Equipment / Material	Make / Manufacturer
1.	Adhesive for Door Work	Fevicol / Vamicol / Dunlop / Araldite / Century
2.	Ball cock	Zoloto / L&T / Audco / Advance
3.	Ball valves with floats	Zoloto / Leader / Sant / Giacomini / Castle
4.	Ball Valve	Honeywell / Zoloto / Advance Castle
5.	C. P. Fittings Mixer / Pillar taps / C.P brass angle valve / Valves Washers, C. P. brass accessories	Grohe / Roca / Jaquar / Kohler / Queo
6.	CPVC & UPVC Pipes & Fittings	Fusion / Astral / Ashrivad / Supreme
7.	Dash Fasteners	Hilti / Fischer / Bosch / Wuerth India
8.	Door closer / Floor spring	Assa Abloy / Geze / Dorma / d line / Becker FS
9.	G. I. Fittings	Unik / S.S. / Sun / Swastik
10.	G. I. Pipes	Jindal Hissar / Tata / Prakash Surya / SAIL / Swastik
11.	Laminates	Archidlam / Century / Greenlam / Merino / Airolam / Kanchan
12.	Plywood / Block board / Ply board	Archidply / Duro / Green / Century / Merino / Modiply / Kanchan Ply / Action Tesa / Orion
13.	PVC Pipes & fitting SWR Soil, Waste & Vent Pipes and fittings, Type B PVC Casing & Screen Pipes	Prince / Supreme / Fusion / Astral / APL Apollo
14.	Vitreous China / Sanitary ware	Grohe / Roca / Jaquar / Kohler / Queo
15.	MCB / ELCB / RCCB / DB / RCBS	Legrand / Hager / Schneider / Siemens / ABB / Adhunik Switchgear Pvt. Ltd.
16.	FRLS / Fire Survival PVC Insulated Copper Wires / Cables – LT & HT (Armoured or Otherwise)	Rallison / Havells / Polycab / Finolex / KEI
17.	Modular Plate Switches and Sockets, Telephone Socket Outlet	Legrand (Arteor) / Schneider (OPAL) / Crabtree (Athena) / MK (Blenz) / Wipro (North west) / Simon (vivid) / Anchor
18.	Piano Switches and Sockets, Telephone Socket Outlet etc.	Legrand (Arteor) / Schneider (OPAL) / Crabtree (Athena) / MK (Blenz) / Wipro (North west) / Simon (vivid) / Anchor
19.	Light Fixtures (LED)	XAL / OSRAM / BAJAJ / Philips
20.	Ceiling Fan	Crompton / Bajaj / Usha / Havells
21.	Exhaust Fan	Crompton / Bajaj / Usha / Havells
22.	Geyser	AO Smith / Racold / Venus / Voltas / Usha Lexus / Bajaj / Havells

SECTION – 4

GENERAL INSTRUCTIONS TO BIDDERS (GIB)

1.0 DEFINITIONS:

- (a) **"The Purchaser"** means the Indian Institute of Foreign Trade (IIFT), New Delhi.
- (b) **"The Bidder"** means the individual or firm who participates in this tender and submits its bid.
- (c) **"The Supplier" or "The Vendor" or The Contractor** means the individual or firm supplying the goods / services under the contract.
- (d) **"The Goods / Services"** means all the equipment, machinery, and / or other materials / services which the Supplier is required to supply to the Purchaser under the contract.
- (e) **"The Advance Purchase Order" or "Letter of Intent"** means the intention of Purchaser to place the Purchase Order on the bidder.
- (f) **"The Purchase Order"/ "Work Award Letter"** means the order placed by the Purchaser on the Supplier/Contractor signed by the Purchaser including all attachments and appendices thereto and all documents incorporated by reference therein. The purchase order shall be deemed as **"Contract"** appearing in the document.
- (g) **"The Contract Price"** means the price payable to the Supplier under the purchase order for the full and proper performance of its contractual obligations.
- (h) **"Successful Bidder(s)"** means the bidder(s) to whom work in this tender is awarded.

2.0 ELIGIBILITY CONDITIONS:

- 2.1 Kindly refer to Clause 4 of Section - 1 i.e. NIT.

3.0 COST OF BIDDING:

- 3.1 The bidder shall bear all costs associated with the preparation and submission of the bid. The Purchaser will, in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

4.0 DOCUMENTS REQUIRED:

- 4.1 The goods/services required to be supplied; bidding procedures and contract terms and conditions are prescribed in the Bid Documents. The contents of the Bid documents are specified in Section-2 and Technical Bid Letter Section – 9 (Part-A).
- 4.2 The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents and clarifications/ amendments/ addenda, if any. Failure to furnish all information required as per the Bid Documents or submission of the bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the bid.

5.0 CLARIFICATION OF BID DOCUMENTS:

- 5.1 A prospective bidder, requiring any clarification on the Bid Documents shall notify the Purchaser by writing an E-mail to the Purchaser as indicated in the invitation of Bid. The Purchaser shall respond in writing to any request for the clarification of the Bid Documents, which it receives **5 days prior to the date of opening of the Tenders**. Copies of the query (without identifying the source) and clarifications by the Purchaser shall be sent to all the prospective bidders who have received the bid documents.
- 5.2 Any clarification issued by IIFT in response to query of prospective bidders shall form an integral part of bid documents and shall amount to an amendment of the relevant clauses of the bid documents.

6.0 AMENDMENT OF BID DOCUMENTS:

- 6.1 The Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify bid documents by amendments prior to the date of submission of Bids with due notification to prospective bidders.
- 6.2 The amendments shall be notified on website www.iift.edu / www.eprocure.gov.in to all prospective bidders and these amendments will be binding on them.
- 6.3 In order to afford prospective bidders a reasonable time to take the amendment into account in preparing their bids, the purchaser may, at its discretion, extend the deadline for the submission of bids suitably.

7.0 DOCUMENTS COMPRISING THE BID:

The bid prepared by the bidder shall ensure availability of the following:

- (a) Documentary evidence establishing that the bidder is eligible to bid and is qualified to perform the contract if its bid is accepted in accordance with the Clauses 2 & 10.
- (b) Bid Security in accordance with Clause 12.

8.0 BID FORM:

- 8.1 The bidder shall complete the bid form in the Bid Documents, indicating the goods / services to be supplied, brief description of the goods / services, their quantity and prices as per Section 9.

9.0 BID PRICES:

- 9.1 The bidder shall give the total composite price/ rate as indicated in price schedule. The basic unit price and all other components of the price need to be individually indicated in each column for the services under the contract as per the price schedule given in Section-9 Part-B.
- 9.2 A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

10.0 DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATION:

10.1 The bidder shall furnish, as part of the bid documents establishing the bidder's eligibility, the following documents (whichever is required) as per terms and conditions of Bid Documents:

- (a) Valid NSIC / MSME Certificate, if applicable. In case the ownership of such MSE Entrepreneurs happens to be from SC / ST category, proof in this regard also need to be submitted.
- (b) Documents to establish the eligibility and qualification of bidder as specified in Section-1.
- (c) Power of Attorney as per Clause 14.3 (a) and (d) and authorization for executing the power of Attorney as per Clause 14.3 (b) or (c).
- (d) Certificate of incorporation.
- (e) Article or Memorandum of Association or partnership deed or proprietorship deed as the case may be.

11.0 DOCUMENTS ESTABLISHING GOODS / SERVICES' CONFORMITY TO BID DOCUMENTS:

11.1 Pursuant to Clause-7, the bidder shall furnish, as part of its bid, documents establishing the conformity of its bid to the Bid Documents of all goods and services which he proposes to supply under the contract.

12.0 BID SECURITY / EMD:

12.1 The bidder shall furnish, as part of its bid, an EMD/ bid security or a declaration in lieu of EMD / Bid security as mentioned in Section-1 (NIT).

12.2 The NSIC/MSME bidders are exempted from payment of bid security subject to:

- (a) A proof regarding valid registration with NSIC/MSME for the tendered items have to be attached along with the bid.
- (b) The enlistment certificate issued by NSIC/MSME should be valid on the date of opening of tender.

12.3 The bid security is required to protect the purchaser against the risk of bidder's conduct, which would warrant the forfeiture of bid security pursuant to Para 12.7.

12.4 A bid not secured in accordance with Para 12.1 & 12.2 shall be rejected by the purchaser being non-responsive at the bid opening stage and archived unopened.

12.5 The bid security of the unsuccessful bidder will be discharged / returned as promptly as possible and within 30 days of finalization of the tender or expiry of the period of the bid validity period prescribed by the purchaser pursuant to Clause-13.

12.6 The successful bidder's bid security will be discharged upon the bidder's acceptance of the advance purchase order satisfactorily in accordance with Clause-27 and furnishing the performance security.

12.7 The bid security may be forfeited:

- (a) If the bidder withdraws or amends its bid or impairs or derogates from the bid in any respect during the period of bid validity specified by the bidder in the bid form or extended subsequently; **OR**

(b) If the bidder does not accept the APO or does not submit PBG & sign the contract / agreement in accordance with Clause-26 and Clause-27.

NOTE: -The bidder shall mean individual company / firm or the front bidder and its technology / consortium partner, as applicable.

13.0 PERIOD OF VALIDITY OF BIDS:

13.1 Bid shall remain valid for period specified in Clause-2, Section-2 of Tender Information. A bid valid for a shorter period shall be rejected by the purchaser being non-responsive.

13.2 In exceptional circumstances, the purchaser may request the consent of the bidder for an extension to the period of bid validity. The request and the response thereto shall be made in writing. The bid security provided under Clause-12 shall also be suitably extended. The bidder may refuse the request without forfeiture of its bid security. A bidder accepting the request and granting extension will not be permitted to modify its bid.

14.0 FORMAT AND SIGNING OF BID:

14.1 The bidder shall submit its bid in sealed envelope complying all eligibility conditions, other terms and conditions of tender document to be read along with the clarifications and amendments issued in this respect. All the documents must be authenticated, by hand signatures, by the authorized person. The letter of authorization shall be indicated by written power-of-attorney accompanying the bid.

14.2 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons signing the bid. **All pages of the original bid shall be signed by the person or persons signing the bid.**

14.3 Power of Attorney

(a) The power of Attorney should be submitted and executed on the non-judicial stamp paper of appropriate value as prevailing in the concerned states(s) and the same be attested by a Notary public or registered before Sub-registrar of the state(s) concerned.

(b) The Power of Attorney be executed by a person who has been authorized by the Board of Directors of the bidder in this regard, on behalf of the Company / Institution/ Body corporate.

(c) In case of the bidder being a firm, the said Power of Attorney should be executed by all the partner(s) in favour of the said Attorney.

(d) Attestation of the specimen signatures of authorized signatory by the Company's / firm's bankers shall be furnished. Name, designation, Phone number, mobile number, email address and postal address of the authorized signatory shall be provided.

15.0 Date & Time of Submission of Tender bids: 23/11/2021 at 11:30 hrs.

16.0 SUBMISSION OF BIDS:

- 16.1** Bids must be submitted by the bidders on or before the specified date & time indicated in Clause-7 of Section-I i.e. NIT.
- 16.2** The bidder may, at its discretion, extend this deadline for the submission of bids by amending the Bid Documents in accordance with Clause-6 (this section) in which case all rights and obligations of the purchaser and bidders previously subject to the deadline will thereafter be subjected to the extended deadline.

17.0 LATE BIDS: No bids shall be accepted after the specified deadline for submission of bids prescribed by the purchaser.

18.0 MODIFICATION AND WITHDRAWAL OF BIDS:

- 18.1** The bidder may modify, revise or withdraw his bid after submission prior to deadline prescribed for submission of bid.
- 18.2** Subject to Clause-20, no bid shall be modified subsequent to the deadline for submission of bids.

19.0 OPENING OF BIDS BY PURCHASER:

- 19.1** The tender opening committee of IIFT shall open bids in Room no. 322, Admin Block, IIFT Bhawan, B-21, Qutab Institutional Area, New Delhi in the presence of intending tenderers or their authorized representatives, who choose to attend on the date and time specified in Clause-9 of Section-1.
- 19.2** A maximum of two representatives of any bidder shall be authorized and permitted to attend the bid opening.
- 19.3** The following information should be read out at the time of bid opening
- a) Name of the Bidder
 - b) Name of the item/services
 - c) Bid Declaration Form
 - d) Information in respect of eligibility of the bidder
 - e) Details of bid modification/ withdrawal, if applicable
 - f) Quantities/prices quoted in the bid
 - g) Taxes & levies

20.0 CLARIFICATION OF BIDS

- 20.1** To assist in the examination, evaluation and comparison of bids, the purchaser may, at its discretion ask the bidder for clarification of its bid. The request for the clarification and the response shall be in writing. However, no post bid clarification at the initiative of the bidder shall be entertained.
- 20.2** If any of the documents, required to be submitted along with the technical and financial bids found wanting, the offer is liable to be rejected at that stage. However the purchaser at its discretion may call for any clarification regarding the bid document within a stipulated time period. In case of non-compliance to such queries, the bid will be out rightly rejected without entertaining further correspondence in this regard.

21.0 PRELIMINARY EVALUATION

- 21.1 The purchaser shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished, whether the documents have been properly signed and whether the bids are generally in order.
- 21.2 Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the purchaser.
- 21.3 If there is a discrepancy in rates in words and figures, the rates in words shall prevail.
- 21.4 Prior to the detailed evaluation pursuant to Clause-22, the purchaser will determine the substantial responsiveness of each bid to the Bid Document. For purposes of these clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the Bid Documents without material deviations. The purchaser's determination of bid's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence.
- 21.5 A bid, determined as substantially non-responsive will be rejected by the purchaser and shall not subsequent to the bid opening be made responsive by the bidder by correction of the non-conformity.
- 21.6 The purchaser may waive any minor infirmity or non-conformity or irregularity in a bid which doesn't constitute a material deviation, provided such waiver doesn't prejudice or affect the relative ranking of any bidder.

22.0 EVALUATION AND COMPARISON OF SUBSTANTIALLY RESPONSIVE BIDS:

- 22.1 The purchaser shall evaluate in detail and compare the bids previously determined to be substantially responsive pursuant to Clause-21.
- 22.2 The evaluation and comparison of responsive bids shall be based on quality & cost based selection(QCBS).The final score shall be arrived by adding technical & financial score with respective weightages (50% for technical & 50% for financial). The bidder obtaining the highest combined weighted technical and financial score may be considered for acceptance. The procedure for technical & financial evaluation is as under :
- (a) Technical evaluations:** The firms fulfilling eligibility criteria only shall be considered for technical evaluations. The technical evaluation shall be based on following parameters:
- (i) Financial strength - 40 marks
 - (ii) Experience of providing Facility Management Services (past 7 years) - 25 marks.
 - (iii) Performance of works (quality as per clients certificate, Annexure-B) – 25 marks.
 - (iii) Profit / Loss criteria of firm – 10 marks
- (b) Financial evaluations:** The financial bids of only those bidders shall be considered who secure 70% and above marks in technical evaluation.

The maximum financial score of 100 will be given to lowest bidder and other eligible bidders shall be given financial scores that are inversely proportional to their prices with respect to the lowest offer.

23.0 CONTACTING THE PURCHASER:

- 23.1 Subject to Clause-20, no bidder shall try to influence the purchaser on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded.
- 23.2 Any effort by a bidder to modify its bid or influence the purchaser in the purchaser's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.

24.0 PLACEMENT OF ORDER:

- 24.1 The purchaser shall consider placement of Work Award Letter /orders for commercial supplies/services only on those eligible bidders whose offers have been found technically, commercially and financially acceptable and whose goods/services have been type approved/ validated by the purchaser. The purchaser reserves the right to counter offer price(s) against price(s) quoted by any bidder.
- 24.2 The ordering price of bid shall not exceed the lowest evaluated package price.
- 24.3 The Purchaser reserves the right to award the work to a single party or to split the work amongst two or more parties as deemed necessary without assigning any reason thereof. The contractor is bound to accept the portion of work as offered by Purchaser after split up at the quoted/negotiated rates. No claim of the contractor whatsoever shall be entertained by the Purchaser on this account.

25.0 PURCHASER'S RIGHT TO VARY QUANTITIES:

Purchaser reserves the right to increase or decrease up to 50% of the quantity of goods and services specified in the schedule of requirements without any change in the unit price or other terms and conditions.

26.0 RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

IIFT reserves the right to reject any or all bids or cancel/ withdraw the invitation for bid without assigning any reasons whatsoever thereof. IIFT does not bind itself to accept lowest tender.

27.0 ISSUE OF ADVANCE PURCHASE ORDER:

- 27.1 The issue of an Advance Purchase Order shall constitute the intention of the purchaser to enter into contract with the bidder.
- 27.2 The bidder shall within 14 days of issue of the advance purchase order, give its acceptance along with performance guarantee in conformity with the Performa provided with the bid document at Section-7A.

28.0 SIGNING OF CONTRACT:

28.1 The issue of Advance Purchase order shall constitute the award of contract on the bidder.

28.2 Upon furnishing of performance guarantee by successful bidder (pursuant to Clause-27) and signing of contract, the purchaser shall discharge the bid security in pursuant to Clause-12.

29.0 ANNULMENT OF AWARD:

Failure of the successful bidder to comply with the requirement of Clause 27 & 28 shall constitute sufficient ground for the annulment of the award and in event the purchaser may award the work to any other bidder at its discretion or call for new bids.

30.0 QUALITY ASSURANCE REQUIREMENTS:

The quality of services will be monitored by the authorized representatives of the purchaser and their decision in this regard has to be accepted by the contractor.

31.0 REJECTION OF BIDS:

31.1 While all the conditions specified in the Bid documents are critical and are to be complied, special attention of bidder is invited to the following clauses of the bid documents. Non-compliance of any one of these shall result in outright rejection of the bid.

(a) Clauses 12.1, 12.2 & 13.1 of Section-4: The bids will be rejected at opening stage if Bid security or Bid declaration form is not submitted.

(b) Clause 2 & 10 of Section-4: If the eligibility condition as per Clause 2 of Section-4 is not met and / or documents prescribed to establish the eligibility as per Clause 2 & 10 of Section-4 are not enclosed, the bids will be rejected without further evaluation.

(c) Section-9 Part-B (Price Schedule): Prices are not filled in as prescribed in price schedule.

31.2 Before outright rejection of the Bid by Bid-opening team for non-compliance of any of the provisions mentioned in Clause 31.1(a), 31.1(b) of Section-4, the bidder company is given an opportunity to explain their position, however if the person representing the company is not satisfied with the decision of the Bid opening team, he/they can submit the representation to the Bid opening team immediately but in no case after closing of the tender process with full justification quoting specifically the violation of tender condition if any.

- 31.3 Bid opening team will not return the bids submitted by the bidders on the date of tender opening even if it is liable for rejection and will preserve the bids by taking the signatures of some of the representatives of the participating bidder/companies present on the occasion.
- 31.4 The In-charge of Bid opening team will mention the number of bids with the name of the company found unsuitable for further processing on the date of tender opening and number of representations received in Bid opening Minutes and if Bid opening team is satisfied with the argument of the bidder / company mentioned in their representation and feel that there is prima-facie fact for consideration, the In-charge of the bid opening team will submit the case for review to Officer competent to approve the tender as early as possible preferably on next working day and decision to this effect should be communicated to the bidder company within a week positively. Bids found liable for rejection and kept preserved on the date of tender opening will be returned to the bidders after issue of P.O. against the instant tender.
- 31.5 If the reviewing officer finds it fit to open the bid of the petitioner, this should be done by giving three (working) days' notice to all the participating bidders to give opportunity to participants desirous to be present on the occasion.

32.0 NEAR-RELATIONSHIP CERTIFICATE:

- 32.1 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.
- 32.2 The Company or firm or the person will also be debarred for further participation in the tenders in the concerned unit.
- 32.3 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).
- 32.4 The format of the certificate is given in Section 6 (B).

33.0 VERIFICATION OF DOCUMENTS AND CERTIFICATES:

33.1 The bidder will ensure that all the documents and certificates submitted by him are correct and genuine before enclosing them in the bid. The onus of proving genuineness of the submitted documents would rest with the bidder.

33.2 If any document / paper / certificate submitted by the participant bidder is found / discovered to be false / fabricated / tempered / manipulated either during bid evaluation or during award of contract or thereafter, then the purchaser will take action as deemed fit.

34.0 The Vendor has to indemnify IIFT against loss of input tax credit to IIFT on account of blacklisting of supplier during tenure of contract.

**Assistant Registrar (Admn.)
Email ID : aradm@iift.ac.in
Indian Institute of Foreign Trade
New Delhi**

Guidelines for evaluation of technical & financial bid:

Technical Evaluation: The firms fulfilling eligibility criteria only shall be considered for technical evaluation as below:

(1) Financial Strength: 40 Marks

(a)	(i) Average Annual Turnover - Maximum Marks (32) (ii) Solvency Certificate - Maximum Marks (8)	(i) 70% marks for minimum eligibility criteria (ii) 100% marks for twice the minimum eligibility criteria or more In between (i) & (ii) – on pro-rata basis
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(2) Experience of Providing Facility Management Services (past 7 years) : 25 Marks

(a)	(i) In IIMs / IITs / Top 25 B Schools as per NIRF 2020 Ranking (Management) (ii) In NITs / Other University Colleges (iii) Other than (i) & (ii) above.	25 20 15
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(3) Performance of Works (Quality as per Clients Organizational Certificate as per Annexure-B) : 25 Marks

Sl. No.	Eligibility Status	Maximum Marks
(a)	(i) Very Good (ii) Good (iii) Satisfactory (iv) Poor	25 16 8 0

**(4) Profit / Loss criteria of firm in FY 16-17, FY 17-18, FY 18-19, FY 19-20, FY 20-21
Maximum marks–10**

(a) Profit in three or more years	10
(b) Profit in any two year	8.5
(c) Profit in one year	7
(d) No profit in any year	5

**Assistant Registrar (Admn.)
Email ID : aradm@iift.ac.in
Indian Institute of Foreign Trade
New Delhi**

Client Certificate regarding performance of contractor

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

Authorized signatory
of Client Organization

SECTION – 5 (PART – A)

GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT (GCC)

1.0 APPLICATION:

The general condition shall apply in contracts made by the purchaser for the procurement of **Providing Facility Management Services at IIFT Delhi**.

2.0 PERFORMANCE GUARANTEE:

- (a) The bidder (including NSIC / MSMEs who are registered with the designated bodies) shall furnish performance bank guarantee in the form of BG from any Scheduled Commercial Bank to the IIFT for an amount equal to 3 % of the value of purchase order within 14 days from the date of issue of Purchase Order by the purchaser.
- (b) The proceeds of the performance guarantee shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete its obligations under the contract.
- (c) The performance guarantee Bond shall be in the form of Bank Guarantee issued by a scheduled commercial Bank, valid for 20months, in the Performa provided in Bid Document.
- (d) The performance guarantee Bond will be discharged by the purchaser after completion of the bidder's performance obligations including any warranty obligations under the contract.

3.0 DEPLOYMENT OF WORKER:

The contractor should deploy well-qualified and experienced worker having requisite qualification as per *Annexure -2* for which necessary certifications are to be produced. Breach of this condition shall be a breach of the contract. In case of change of worker, the new incumbent should possess the required qualifications.

4.0 LABOUR REGULATIONS:

- (a) The contractor shall obtain a valid labour license under the Contract Labour (R&A) Act 1970 and the Contract Labour (R&A) Central Rules 1971, before commencement of the work; else he will not depute more than 19 persons at a time on any day. A copy of labour license has to be submitted by him to IIFT. He shall continue to have a valid license until the completion of work. The contractor shall also abide by and comply with the provisions of the Child Labour (Prohibition and Regulation) Act 1986, Payment of Wages Act 1936, Minimum Wages Act 1948, Employees Liability Act 1938, Workmen's Compensation Act 1923, Industrial Dispute Act 1947, Maternity benefits Act 1961, Apprentices Act, 1961, EPF & Misc. Provisions Act 1952 and ESI Act 1948 or the modifications thereof or any other laws relating thereto and the rules made there under from time to time. The contractor is fully responsible to observe the above laws as amended from time to time in regard to his employees and compensation and other benefits / risks in relation to employees to be engaged by him.

- (b) The contractor shall indemnify IIFT against payments to be made for the observance of the laws.
- (c) The regulation aforesaid shall be deemed to be part of this contract and any breach thereof shall be deemed to be a breach of this contract.
- (d) IIFT shall have the right to deduct from the money due to the contractor, any sum required or estimated to be required, for making good the loss suffered by a worker or workers, by reason of non-fulfillment of the conditions of the contract of the benefit of the workers, non-payment of wages or of deduction made from his / their wages which are not justified by their terms of the contract for non-observance of the Regulations. In the event of any loss / damages caused directly or indirectly to IIFT, the same will be payable by the contractor along with such penalty as may be decided by IIFT which shall not be less than 10 percent of the total loss suffered by IIFT.

5.0 SAFETY REGULATIONS:

- (a) During the execution of work, unless otherwise specified the contractor shall at his own cost provide all materials and execute all work necessary for the stability and safety of all equipment, structures, excavations and shall ensure that no damage, injury or loss is caused or is likely to be caused to any person or property.
- (b) The contractor shall be responsible to take all precautions to ensure the safety of the property whether of public or Institute and shall post such lookout men as in the opinion of the officer in charge are required.

6.0 STATUS OF THE CONTRACTOR AND ITS STAFF MEMBERS:

- (a) The contractor shall have the legal status of an independent contractor. Neither the contractor nor its staff members, nor any person employed by the contractor or its agents for the performance of the services under the present contract shall be considered in any way as being staff members of IIFT.
- (b) The IIFT shall accept no liability for, nor any financial or other consequences arising from, sickness, injury, damages or death of the personnel of the contractor or of any person performing on their behalf any work under the present contract, including the time spent in travel, nor for any damages which may arise by reason of the neglect or default of any of them.
- (c) The contractor shall indemnify and hold harmless the IIFT in respect of any claim arising out of the contractor or its staff member's negligence or unlawful performance under the present contract for any liability as referred to in paragraphs 6(b) above, including their heirs and assigns, or by third parties.
- (d) For the purposes of this article, the term third party shall be deemed to include "inter-alia" officials of IIFT and its agents and officials, as well as any person or entity employed by the contractor or engaged for the contractor, in order to perform services for, or supplying goods to the contractor in connection with the implementation of the present contract.
- (e) Notwithstanding anything to the contrary contained in this contract, the contractor shall only be liable, and shall only be required to indemnify the IIFT, in respect of claims or liabilities that arise out of the negligence, breach of contract or unlawful

conduct of the contractor or its staff members or agents in the performance of this contract.

7.0 RESPONSIBILITY FOR PAYMENT OF WAGES:

- (a) The contractor shall be responsible for payment of wages to each worker (Manpower) deployed by him and such wages shall be paid before 7th day of each month.
- (b) In case the contractor fails to make payment of wages within the prescribed period or makes short payment, then IIFT shall make payment of wages in full or the unpaid balance due, as the case may be, to worker (Manpower) deployed by the contractor and recover the amount so paid from the contractor either by deduction from any amount payable to the contractor under any contract or as a debt payable by the contractor.
- (c) The contractor shall fix wage periods in respect of which wages shall be payable.
- (d) No wage period shall exceed one month.
- (e) The wages of every person deployed by the contractor shall be paid by “**ECS/Cheque**” before the expiry of the seventh day after the last day of the wage period in respect of which the wages are payable. In case the work is completed before expiry of the wage period, final payment shall be made within **48 hrs.** of last working day. **All the payments should be made in presence of “Authorized Representative” of IIFT.**
- (f) Where the employment of any worker is terminated by or on behalf of the contractor, the wages earned by him shall be paid before the expiry of the second working day from the day on which his employment is terminated.
- (g) Wages shall be paid without any deductions of any kind except those specified by the Central Government by general or special order in this behalf or permissible under the Payment of Wages Act, 1936 (IV of 1936).
- (h) A notice showing the wage period and the place and time of disbursement of wage shall be displayed at the place of work and copy sent by the contractor to IIFT under acknowledgement.

8.0 SCHEDULE OF SUBMISSION OF BILLS:

The contractor shall submit single bill for the contract for the actual work done on monthly basis and the bills will be paid within 6 weeks thereafter as far as possible. However, any deterioration in the services should not be there on the plea of delay in receipt of payment.

9.0 PAYMENTS :

- 9.1** Payments will be made through RTGS (Real Time Gross Settlement) or NEFT (National Electronic Fund Transfer).
- 9.2** 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.

- 9.3** Monthly running bill will be submitted by the contractor along with Goods and Service Tax challans of the previous month exclusively deposited in the bank in respect of IIFT.
- 9.4** The contractor will also have to submit employee-wise proof of ESI & EPF contribution, of the previous month, as issued by appropriate authority, along with monthly bill. In case bills are not submitted with the above documents, IIFT will not be responsible for delay in payment.
- 9.5** If for any reason work is done for only a part of the month, payment will be made on pro-rata basis for the number of days work has been performed. This is without prejudice to the penalty to be imposed for contractual defaults.

10.0 DEDUCTIONS:

In case the contractor fails to execute / perform the assigned works or part thereof, IIFT shall be authorized to make suitable deductions as deemed fit by IIFT from the bills of the contractor and damages will be charged to the extent of loss.

11.0 PRICES:

Prices charged by the bidder for services performed under this contract shall not be higher than the prices quoted by the bidder in its Bid.

12.0 SUBCONTRACTS:

The bidder shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in its bid. Such notification, in its original bid or later shall not relieve the supplier from any liability or obligation under the Contract.

13.0 DELAYS IN THE SUPPLIER'S PERFORMANCE:

- (a) 05 days shall be allowed for taking over possession of campus and deployment of staff from date of submission of Performance Guarantee.
- (b) Start of services and performance of the services shall be made by the bidder in accordance with (a) above or the time schedule specified by the purchaser in its purchase order. In case the services are not started in the stipulated time period, as indicated in the Purchase Order, purchaser reserves the right to short-close / cancel this purchase order and forfeit his performance guarantee or recover liquidated damage charges.

14.0 LIQUIDATED DAMAGES:

- (a) The date of start of services specified in the work order should be deemed to be the essence of the contract and the services should be started on that date.

Extension will not be given except in exceptional circumstances. Should, however, the service be started after the date specified in the work order, such starting of services will not deprive IIFT of its right to recover liquidated damages as per **Clause 14(b)** below.

- (b) Should the contractor fail to start services on 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/-** per day for the delayed period.

15.0 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 contractor persistently neglect to carry out his obligation under the contract and / or commits default in complying with any of the term and the condition of contract and does not remedy it or take effective steps to remedy it within the time specified after a notice in writing is given to him in that behalf by purchaser.

- 15.1** When the contractor has made himself liable for any of the cases aforesaid, the IIFT shall have the powers to terminate the contract as aforesaid and forfeit performance guarantee.

16.0 FORCE MAJEURE:

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

may be in possession of the Supplier at the time of such termination or such portion thereof as the purchaser may deem fit, except such materials, bought out components and stores as the bidder may with the concurrence of the purchaser elect to retain.

17.0 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 six months or till an alternative arrangement is made whichever is earlier. Extension beyond six months on the same rates, terms and conditions will be mutually agreed upon.

18.0 TERMINATION FOR INSOLVENCY:

IIFT may at any time terminate the contract by giving written notice to the contractor without compensation to the contractor, if the contractor becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of IIFT.

19.0 ARBITRATION:

- (a) Except as otherwise provided elsewhere in the contract, in the event of any disputes, controversy or differences arising out of or related to this agreement or the breach, termination or invalidity thereof between the parties, such party or parties shall make a request to the other party or parties to amicably settle such differences or disputes and parties shall thereupon make every effort to settle the same amicably within a period of 60 (Sixty) days from the date of making of such request.
- (b) Where parties are unable to settle the disputes through conciliation, the same shall be referred to the Vice Chancellor IIFT for referral of such disputes to a sole arbitrator, to be mutually decided by the parties, as per the provisions of the Arbitration and Conciliation Act, 1996, any amendment thereof, and any notification issued or rules made there under from time to time. The venue of the arbitration proceeding shall be IIFT Delhi Centre.

20.0 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.

21.0 Preference to Make in India

- (i) The Provisions contained in Public Procurement (Preference to Make in India) Order, 2017 as amended by OM No. P-45021/2/2017-PP(BE-II) dt.16.9.2020, further as amended from time to time if any, shall be applicable for this tender.
- (ii) The margin of purchase preference applicable is 20% or as decided by the relevant Nodal Ministry for the item from time to time.
- (iii) The minimum local content for Class-I and Class-II local suppliers shall be 50% and 20% respectively or as decided by the relevant Nodal Ministry for the item.
- (iv) Procurements where the estimated value is less than Rs.5.00 lakhs shall be exempt from this order.
- (v) Verification of local content:
 - a) For procurement value upto Rs.10 crores: The Class-I local supplier/ Class-II local supplier at the time of tender, bidding or solicitation shall be obliged to indicate percentage of local content and provide self-certification (as per section 6 (E) that the item offered meets the local content requirement for Class-I local supplier/ Class-II local supplier as the case may be. They shall also give details of the location(s) at which the local value addition is made.
 - (b) For procurement value above Rs. 10 Crores: The Class-I local supplier/ Class-II local supplier at the time of tender, bidding or solicitation shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.

Tenderers shall submit Declaration as per Section 6 (E) in their technical bid.

22.0 Employment of skilled/semi-skilled workers

The contractor shall, at all stages of work, deploy skilled/semi-skilled tradesmen who are qualified and possess certificate in particular trade from CPWD Training Institute/Industrial Training Institute/ National Institute of construction Management and Research (NICMAR)/ National Academy of Construction, CIDC or any similar reputed and recognized Institute managed/ certified by State/Central Government. The number of such qualified tradesmen shall not be less than 20% of total skilled/semi-skilled workers required in each trade at any stage of work. The contractor shall submit number of man days required in respect of each trade, its scheduling and the list of qualified tradesmen along

with requisite certificate from recognized Institute to Officer in charge for approval. Notwithstanding such approval, if the tradesmen are found to have inadequate skill to execute the work of respective trade, the contractor shall substitute such tradesmen within two days of written notice from Officer-in-Charge. Failure on the part of contractor to obtain approval of Officer-in-Charge or failure to deploy qualified tradesmen will attract a compensation to be paid by contractor at the rate Rs. 200/- per such tradesman per day. Decision of Officer in Charge as to whether particular tradesman possesses requisite skill and amount of compensation in case of default shall be final and binding.

Provided always, that the provisions of this clause, shall not be applicable for works with estimated cost put to tender being less than Rs. 5 crores.

For work costing more than Rs. 10 Crores, and upto Rs.50 Crores, the contractor shall arrange on site training as per National Skill Development Corporation (NSDC) norms for at least 20% of the unskilled workers engaged in the project in co-ordination with the CPWD Regional Training Institute & National Skill Development Corporation (NSDC) for certification at the level of skilled/semi-skilled tradesmen.

For work costing more than Rs. 50 Crores, the contractor shall arrange on site training as per National Skill Development Corporation (NSDC) norms for at least 30% of the unskilled worker engaged in the project in coordination with the CPWD Regional Training Institute & National Skill Development Corporation (NSDC) for certification at the level of skilled/semi-skilled tradesmen. The cost of such training as stated above shall be borne by the Government. The necessary space and workers shall be provided by the contractor and no claim what so ever shall be entertained.

23.0 SET OFF:

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

24.0 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 (Admn.)
Email ID : aradm@iift.ac.in
Indian Institute of Foreign Trade
New Delhi**

SECTION – 5 (PART – B)

SPECIAL (COMMERCIAL) CONDITIONS OF CONTRACT (SCC)

(If there is any conflict in these instructions, with the other instructions in the tender document, these instructions will supersede all those instructions)

- 1.0** The vendor shall depute a competent authorized representative. The representative shall represent the vendor in his absence and all directions given to him shall be binding as if given to the vendor. The authorized representative shall not refuse to receive the instructions under any circumstances.
- 2.0** Efficiency, hygiene, promptness, quality service, good behavior and politeness of the agency and his staff are the essence of the contract. The agency shall ensure that this essence of the contract is always maintained to the entire satisfaction of IIFT Administration.
- 3.0** The IIFT reserve the right to have personal interaction with the workers (Manpower) proposed to be deployed against this contract. Only manpower approved by the IIFT shall be deployed.
- 4.0** The agency shall obtain Police verification report and medical examination report before employing workers. All workers should have good character and be free from communicable Disease. The medical examination shall be again conducted at interval of 6 months. A medical examination shall be conducted at least once in six months of all the employees. The Police verification and medical examination record shall be maintained by agency.
- 5.0 The age of employee/ worker to be employed should not be more than 60 years**
- 6.0** The vendor shall provide/issue Identity Cards bearing photographs to its staff and shall ensure that they wear them all times in the office/campus premises. The vendor shall provide to its staff all seasonal uniforms and necessary PPE kits, etc. (if required).
- 7.0** The vendor shall always keep the Campus and its surrounding areas clean and up to date which includes sweeping and mopping of common areas, cleaning of washrooms with water and eco-friendly chemical. Also vendor shall arrange required sanitizers for their workers to prevent COVID-19/virus infections and follow government guidelines issued from time to time.
- 8.0** If at any time the IIFT Management decides to dispense away with any part of the work, the same shall be communicated at least 30days in advance and the vendor shall comply with same and pro-rata charges shall be deducted by IIFT Management.
- 9.0** The vendor's worker should not indulge in any kind of Trade union / Association activities in and around IIFT Campus.
- 10.0** The loss that IIFT may incur due to acts of omission or commission of vendor or his workers shall be deducted from the vendor's bills. The decision of Vice Chancellor IIFT or his successor in all such events shall be final and binding.

- 11.0** If in the opinion of IIFT, any employee of the vendor is found to commit any misconduct or indulge in misbehavior, IIFT in its sole discretion may require the vendor to remove such employee and the vendor shall remove such employees without questioning the decision of IIFT in this respect. IIFT will be entitled to restrain such employees from entering the IIFT Campus.
- 12.0** Proprietor / Director of the vendor should visit and meet the management of IIFT as may be required for effective services. First such meeting must be had within 15 days of signing the agreement.
- 13.0** Contractor will be responsible for observing all security and safety regulations and instructions issued by IIFT from time to time in respect of persons employed by him.
- 14.0** The vendor shall not be permitted to assign or sub-contract the work awarded to him for any reasons whatsoever. If the work is not done as laid down in scope and conditions of contract, IIFT reserves the right to terminate the contract and engage a new vendor as per Clause 15, Section-5 "Part-A"
- 15.0** The vendor has to abide by all the statutory laws regarding worker (manpower) welfare.
- 16.0** The vendor has to abide by all the statutory laws/order related to Covid -19 issued by DDMA or Home Ministry / Health Ministry. Nothing extra shall be paid on this account.
- 17.0** The selected party shall execute an agreement with IIFT containing detailed terms & conditions. The cost of registration of agreement, if any, shall be borne by the institute.

**Assistant Registrar (Admn.)
Email ID : aradm@iift.ac.in
Indian Institute of Foreign Trade
New Delhi**

SECTION – 6

UNDERTAKING & DECLARATION

6(A) FOR UNDERSTANDING THE TERMS & CONDITION OF TENDER & SPEC. OF WORK

(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 GST 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

6(B) 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

6(C) Proforma for Declaration towards Earnest Money Deposit (To be submitted in Original on Letter Head of the Applicant/ Bidder)

Whereas, I/we(name of agency) has submitted bid forand whereas the Earnest Money Deposit is being exempted in the aforesaid tender to give relief to the bidders as per govt. of India guidelines due to severe financial crunch on account of slowdown in economy due to the pandemic, I/we hereby submit following declaration in lieu of submitting Earnest Money Deposit:

(1) If after the opening of tender, I/we withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) specified in the tender documents;

OR

(2) If, after the award of work, I/we fail to accept PO/APO, or to sign the contract, or to submit performance guarantee, or fail to commence the work within the stipulated time period prescribed in the Tender Documents

OR

(3) If I/we furnish any incorrect or false statement/ information/ document;

OR

(4) If I/we hide any relevant information or do not disclose any material fact in the tender;

OR

I/we may be debarred for period of three years and shall not be eligible to bid for IIFT tenders from the date of issue of such order.

Date:

Signature of bidder

Place:

Name of bidder

Along with date & Seal

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

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:

Signature of bidder

Place:

Name of bidder

Along with date & Seal

6 (E) 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

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

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

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

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

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

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

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

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

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

Signed by me at _____ on _____03/2021

Authorized signatory

(Name of the Firm entity)

SECTION – 7

PROFORMAS

7 (A): For the Performance Guarantee

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

Subject: PERFORMANCE GUARANTEE

Whereas INDIAN INSTITUTE OF FOREIGN TRADE (hereafter referred to as "IIFT") has issued an APO no. Dated/...../2021 awarding the work of "**Providing Facility Management Services at IIFT Delhi**" to M/s.....,R/o (hereafter referred to as "Bidder") and IIFT has asked him to submit a Performance Guarantee in favour of Vice Chancellor, IIFT of Rs./- (hereafter referred to as "P.G. Amount") valid up to/...../2021..... (hereafter referred to as "Validity Date").

Now at the request of the Bidder, We Bank
.....
Branchhaving.....
..... (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 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 forbear 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:

7 (B) For Letter of Authorization for Attending Bid Opening

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

Subject. : AUTHORIZATION FOR ATTENDING BID OPENING

I / We Mr./Ms. have submitted our bid for the tender no. IIFT(D)/Admn.1/(1)/2021-22, Dated:02/11/2021 in respect of **Providing Facility Management Services at IIFT Delhi** which is due to open on 23/11/2021, in Room no. 322, Admin Block, Indian Institute of Foreign Trade (IIFT), B-21, IIFT Bhawan, Qutub Institutional Area New Delhi – 110016.

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

.....
Signature of the Representative

.....
Name of the Representative

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

.....
Signature of the alternative Representative

.....
Name of the alternative Representative

Above Signatures Attested

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

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

SECTION- 8 (Part-A)

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

A) BIDDER'S PROFILE:

1. Name of the Individual / Firm:.....

2. Present correspondences address:

.....
.....
.....

Telephone No., Mobile No.
Email ID.

3. Address of place of Works / Manufacture:

.....
.....
.....

Telephone No., Mobile No.,
Email ID

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

Certificate no. and Year of incorporation:.....

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

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

6. Name of the person authorized to enter into and execute contract / agreement and the capacity in which he is authorized (in case of partnership / Private Ltd Company):

.....
.....
.....
.....

7. Bid security/ EMD DECLARATION FORM.....

8. Permanent Account No.:.....

9. MSME Certificate No. Valid upto:

10. GST Registration No.

11. Annual Turnover and Profit of past three years as mentioned on letter head of CA

(a) Annual turnover and Profit for FY 2016-17.....

(b) Annual turnover and Profit for FY 2017-18

(c) Annual turnover and Profit for FY 2018-19.....

(d) Annual turnover and Profit for FY 2019-20

(e)Annual turnover and Profit for FY 2020-21.....

12. Solvency Certificate attached : Yes / No

13.

(i) Experience of providing Manpower services in IIMs /IITs / Top 25 B-school as per NIRF 2020 Ranking in Management(in the past 7 years) : Yes / No

If yes, kindly provide name and duration (From – Till)

.....
.....
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.....

(ii) Experience of providing Manpower services in NITs/ Other University Colleges (in the past 7 years): Yes/ No

If yes, kindly provide name and duration (From – Till)

.....
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.....
.....

(iii) Experience of providing manpower services in organisations other than (i) & (ii) above (in the past 7 years) : Yes / No

If yes, kindly provide name and duration (From – Till):

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

14. Details of the Bidder's Bank for effecting e-payments:

(a) Beneficiary Bank Name:

(b) Beneficiary Branch Name:

(c) IFSC code of Beneficiary Branch:

(d) Beneficiary Account No.:

(e) Branch Serial No. (MICR No.):

15. Whether the firm has Office / works (i.e. manufacture of the tendered item) in Delhi.
If so, state its Address

.....
.....
.....
.....
.....
.....
.....
.....

B) QUESTIONNAIRE

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

1.1 If Yes, Give details:

.....
.....
.....
.....

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

2.1 If Yes, Give details:

.....
.....
.....
.....

3.0 Suggestion for improvement of the tender document:

.....
.....
.....
.....

Date

Signature of bidder.....
Name of bidder.....

SECTION- 8 (Part-B)

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 Facility Management Services at IIFT Delhi**” vide no. d for a period of **12 months w.e.f.** to

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

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

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

Provided that, it is hereby further declared with true intent and meaning of the parties hereto that if default shall be made by the said contractor in the performance of the said contract to the satisfaction of the **INDIAN INSTITUTE OF FOREIGN TRADE** or in making good any losses damages or expenses hereinbefore mentioned or any part thereof, then it shall be lawful for the **INDIAN INSTITUTE OF FOREIGN TRADE** to

claim Rs.-/- (Rupees..... only)
towards the liquidation of the liability of the said contractor in respect of such default
as aforesaid.

And it is hereby declared and agreed that the retention of the cash deposit shall
be as and by way to liquidate damages without reference to the relative importance of
the particular breach which shall have given occasion for such retention or whether the
said **INDIAN INSTITUTE OF FOREIGN TRADE** may have sustained any
ascertainable pecuniary damage thereby or not.

And it is further declared and agreed to between the said parties to these
presents that until the completion of the said scheduled works contracted to be
executed and performed by the said contractor to the satisfaction (to be certified as
aforesaid) of the **INDIAN INSTITUTE OF FOREIGN TRADE** for the time being & until
the final adjustment of the accounts between the said contractor & the **INDIAN
INSTITUTE OF FOREIGN TRADE** and payment of the final balance (if any) in
connection with said contract, the bank guarantee shall remain in the hands and
custody of the **INDIAN INSTITUTE OF FOREIGN TRADE** for the time being or in any
Treasury in which they may be lodged by the **INDIAN INSTITUTE OF FOREIGN
TRADE**. In witness where of the said contractor and the said **INDIAN INSTITUTE OF
FOREIGN TRADE** acting in the premises as aforesaid have set their respective
hands and seals the day and year first above written. **The terms & condition of NIT
No. IIFT(D)Admn.1/(1)/2021-22दिनांक / DATED:02/11/2021 forms the integral part
of this agreement.**

SECTION – 9 (PART – A)

TECHNICAL BID LETTER

To,

**Assistant Registrar (Admn.)
General Administration
Indian Institute of Foreign Trade (IIFT)
IIFT Bhawan
B-21, Qutab Institutional Area
New Delhi 110016**

Sub.: Tender for Providing Manpower Services at IIFT Delhi

Ref. : Tender No.: IIFT(D)/Admn.1/(1)/2021-22, Dated :- 02/11/2021

With reference to the above mentioned Tender, we have read the terms and conditions in the Bid Document and accept the same and furnish the following document:

- 1) Certificate(s) showing fulfillment of the eligibility criteria(s) stated in Clause 4 of the NIT. Viz;
 - i) **Copy of Registration with competent authority [(Department for Promotion of Industry and Internal Trade (DPIIT)] for bidder from a country which shares a land border with India**
 - ii) Incorporation of company
 - iii) Work experience certificate
 - iv) Bank Solvency Certificate
 - v) Turnover Certificate for FY 16-17, FY 17-18, FY 18-19, FY 19-20, FY 20-21.
 - vi) Copy of PAN
 - vii) Copy of Goods and Service Tax Registration Certificate or the bidder should produce certificate that bidder is exempted to register under Goods and Service Tax.
 - viii) Proof of payment of Bid security / EMD through NEFT/RTGS
- 2) Documents (self-attested) stated in Clause-10 of Section-4. Viz;
 - a) Valid NSIC / MSME certificate, if any.
 - b) Article or Memorandum of Association or partnership deed or proprietorship deed as the case may be.
- 3) Undertaking & declaration duly filled & signed. (Section - 6A)
- 4) Near-Relation declaration duly filled & signed. (Section - 6B)
- 5) Declaration in Lieu of EMD/Bid security. (Section - 6C)

- 6) Declaration in respect of no addition / deletion / corrections in downloaded tender (Section 6D)
- 7) Certificate regarding restrictions on procurement from a bidder of a country which shares a land border with India (Section – 6E)
- 8) Local content Declaration & Self Certification towards preference to Make in India (Section 6F)
- 9) Bidder's Profile & Questionnaire duly filled & signed. (Section - 8)

Yours truthfully,

Signature_____

Date:

Name_____

Address_____

Telephone_____

Seal of the firm_____

SECTION – 9 (PART – B)

FINANCIAL BID LETTER

From,

.....

.....

Bidder's Ref: No:, Dated

To,

**Assistant Registrar (Admn.)
General Administration
Indian Institute of Foreign Trade (IIFT)
IIFT Bhawan
B-21, Qutab Institutional Area
New Delhi 110016**

Ref.: Your Tender Enquiry No. IIFT(D)/Admn.1/(1)/2021-22, Dated:02/11/2021

1. Having examined the above mentioned tender enquiry document including amendment / clarification / addenda Nos. Dated the receipt of which is hereby duly acknowledged, I/we, the undersigned have submitted E-Bids and offer to supply and deliver in conformity with the said drawings, conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of the financial Bid.
2. Bid submitted by me/us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.
3. I/We agree to abide by this Bid for a period of **90 days** from the date fixed for Bid opening or for subsequently extended period, if any, agreed to by me/us. This bid shall remain binding upon me/us up to the aforesaid period.
4. I/We have read the [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 regarding restrictions on procurement from a bidder of a country which shares a land border with India.

I/We understand that the submission of incorrect data and / or if certificate / declaration given by M/s. _____
(name of bidder entity) are found to be false, this would be a ground for immediate termination and further legal action in accordance with law.
5. I/We understand that *False declarations will be in breach of the Code of Integrity under rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per rule 151(iii) of the General Financial Rules along with such other actions as may be permissible under law.*
6. I/We understand that IIFT is not bound to accept the lowest or any bid that IIFT may receive.

7. If my/our Bid is accepted, I/we will provide you with a performance guarantee from a Scheduled Commercial Bank for a sum @ 3 % of the contract value for the due performance of the contract.
8. If my/our Bid is accepted, I/we undertake to complete delivery of all the items and perform all the services specified in the contract.
9. If my/our bid is accepted, I/We indemnify against loss of input tax credit to IIFT on account of Blacklisting during tenure of contract.
10. If my/our bid is accepted, IIFT has the right to recover input tax credit loss suffered by it due to any mis-declaration on invoice by me/us.
11. Until a formal Purchase Order of Contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Dated: day of 2021

Signature

Name

In the capacity of

Duly authorized to sign the bid for and on behalf of

SECTION – 9 (PART – B)

PRICE SCHEDULE

Name of Work : Providing Facility Management Services at IIFT

Table – A:

Sl. No.	Description	Service Charge (%) on wages paid by IIFT but not less than minimum wages including EPF, ESIC, wherever applicable (in figure / words)
1.	Providing Manpower as detailed in Annexure – I, Section - 3	
TOTAL (in words): Rupees		only.

Table – B:

S. No.	Particulars	Qty.	Unit	Rate (in figure / words)	Amt.
1.	Providing Materials as detailed in Annexure-III and the Scope of Work as per Section-3	12	Per Month		
TOTAL (in words): Rupees.....					only.
*All material will be provided by the Institute except the materials in Table 'B'.					

Table – C:

S. No.	Particulars	Quantity	Unit	Rate (in figure / words)	Amt.
Electrical Items :					
1.	Supplying following sizes of FRLS PVC Insulated copper conductor, single core cable				
a)	1.5 sq. mm	1080	meter		
b)	2.5 sq. mm	750	meter		
c)	4.0 sq. mm	540	meter		
d)	6.0 sq. mm	90	meter		
e)	25.0 sq. mm	30	meter		
2.	Supplying following sizes of FRLS PVC Insulated copper conductor, cable				
a)	Two core 2.5 sq. mm	100	meter		
b)	Three core 2.5 sq. mm	100	meter		
3.	Supplying following one way piano type switch/ socket ISI marked				
a)	5/6 amps one way switch	240	Each		

b)	15/16 amps one way switch	100	Each		
c)	3 pin 5/6 amps socket outlet	130	Each		
d)	6 pin 15/16 & 5/6 socket outlet	100	Each		
4.	Supplying following modular switch / socket				
a)	5/6 Amps switch	60	Each		
b)	15/16 Amps switch	20	Each		
c)	3 pin 5/6 amp socket outlet	60	Each		
d)	6 pin 15/16 & 5/6 amp socket outlet	30	Each		
5.	Supplying following rating, double pole (single phase and neutral), 240 V, residual current circuit breaker (RCCB) having a sensitivity current 30 mA.				
a)	25 Amps	6	Each		
b)	40 Amps	6	Each		
c)	63 Amps	6	Each		
6.	Supplying rating, 240/415 V, 10 kA, "C" curve, miniature circuit breaker suitable for inductive load of following poles.				
a)	Single pole 5 Amps to 32 Amps	70	Each		
b)	Double pole 5 Amps to 32 Amps	18	Each		
c)	Triple pole 63 Amps	6	Each		
d)	Triple pole and neutral 63 Amps	6	Each		
7.	Supplying of 1.1 KV grade XLPE insulated PVC sheathed Aluminium conductor armoured cable conforming to latest Indian standard of the following sizes :				
a)	4 C x 25 Sq mm.	200	meter		
8.	Supplying of Surface mounted 1x20W, 4 Ft Single side LED tube light fixtures, complete	500	Each		
9.	Supplying Socket type electronic fan regulator	60	Each		
10.	Supplying modular fan regulator (socket type)	20	Each		
11.	Supplying LED bulb 9 W	200	Each		
12.	Supplying LED bulb 14 W	60	Each		
13.	Supplying Fresh Air Fan (Ventil Air) 230 V, 1350 RPM, 5 Blades				
a)	250 mm sweep	30	Each		
b)	300 mm sweep	20	Each		
14.	Supplying Exhaust Fan 230 V, 1350 RPM 5 Blades				
a)	450 mm sweep	3	Nos		
15.	Geyser with 5 star or higher star Rating of BEE as per IS:2082 (latest) with Vitreous enamelled inner tank conforming to IS-13273 5 years warranty				
a)	25 Ltr.	20	Each		

16.	Supply of 1200 mm sweep, BEE 5 star rated, ceiling fan with Brush Less Direct Current (BLDC) Motor, class of insulation: B, 3 nos. blades, 30 cm long down rod, 2 nos. canopies, shackle kit, safety rope, copper winding, Power Factor not less than 0.9, Service Value (CMM/W) minimum 6.85, Air delivery minimum 215 CMM, 350 RPM (tolerance as per IS : 374-2019), THD less than 10%, remote or electronic regulator unit for speed control and all remaining accessories including safety pin, nut bolts, washers, temperature rise=75 degree C (max.), insulation resistance more than 2 mega ohm, suitable for 230 V, 50 Hz, single phase AC Supply, earthing etc. complete as required.	80	Each		
17.	Supplying following rating and breaking capacity and pole MCCB with thermomagnetic release and terminal spreaders.				
a)	100 A, 30 KA, FPMCCB	5	Each		
b)	125 A, 36 KA, FPMCCB	2	Each		
c)	250 A, 36 KA, FPMCCB	2	Each		
d)	100 A, 16 KA, TPMCCB	5	Each		
e)	200 A, 25 KA, TPMCCB	1	Each		
18.	Supplying following :				
a)	3 pin top 6 Amp	60	Each		
b)	3 pin top 16 Amp	30	Each		
Plumbing Items :					
1.	Supplying CP Brass toilet paper holder of standard size	10	Each		
2.	Supplying CP Brass waste 32mm	20	Each		
3.	Supplying Wall mounted water closet of size 780 × 690 mm	10	Each		
4.	Supplying unplasticised PVC connection pipe with brass unions				
a)	15mm nominal bore-45cm length	50	Each		
b)	15mm nominal bore-60 cm length	30	Each		
b)	15mm nominal bore-90cm length	40	Each		
5.	Supplying waste pipe for sink and washbasin				
a)	Semi-Rigid PVC waste pipe 32mm dia, length not less than 700mm including PVC fitting	20	Each		
b)	Flexible (coil shaped) PVC waste pipe 32mm dia, length not less than 700mm including PVC waste fitting	20	Each		
6.	Supplying CPVC Pipe of dia				

a)	20 mm	50	Meter		
b)	25 mm	90	Meter		
c)	32 mm	40	Meter		
d)	40 mm	90	Meter		
e)	50 mm	25	Meter		
7.	Supplying of CPVC socket				
a)	20 mm	15	Each		
b)	25 mm	30	Each		
c)	32 mm	12	Each		
d)	40 mm	30	Each		
e)	50 mm	8	Each		
8.	Supplying CPVC TEE				
a)	20 mm	15	Each		
b)	25 mm	15	Each		
c)	32 mm	15	Each		
d)	40 mm	10	Each		
e)	50 mm	10	Each		
9.	Supplying CPVC Elbow				
a)	20 mm	100	Each		
b)	25 mm	50	Each		
d)	32 mm	20	Each		
c)	40 mm	20	Each		
e)	50 mm	20	Each		
10.	Supplying CPVC Union				
a)	20 mm	30	Each		
b)	25 mm	20	Each		
c)	32 mm	15	Each		
d)	40 mm	15	Each		
e)	50 mm	15	Each		
11.	Supplying GI Pipe B class				
a)	50 mm dia	100	Meter		
b)	65 mm dia	30	Meter		
12.	Supplying of GI Nipple				
a)	15 mm dia length 3 inch to 8 inch	15	Each		
b)	20 mm dia length 3 inch to 8 inch	15	Each		
c)	50 mm dia length 3 inch to 8 inch	15	Each		
13.	Supplying Teflon Tape	500	Each		
14.	Supplying C.P. Brass angle valve 15 mm	20	Each		
15.	Supplying Solvent cement for CPVC (250 ml pack)	5	Kg.		
16.	Supplying M –Seal (250 gm pack)	4	Kg.		
17.	Supplying CPVC MTA				
a)	20 mm	10	Each		
b)	25 mm	10	Each		
c)	32 mm	10	Each		
d)	40 mm	10	Each		
e)	50 mm	10	Each		

18.	Supplying CPVC FTA				
a)	20 mm	10	Each		
b)	25 mm	10	Each		
c)	32 mm	10	Each		
d)	40 mm	10	Each		
e)	50 mm	10	Each		
19.	Supplying H.P. or L.P. ball valve with polythene floats				
a)	15 mm dia	10	Each		
b)	20 mm dia	10	Each		
c)	25 mm dia	10	Each		
20.	Supplying C.P. Brass Centre Hole Basin Mixer With Cast Spout	10	Each		
21.	Supplying Health Faucet Set Abs Chrome Finish Hand Faucet for Toilet with Flexible S.S.1.5 Meter Hose Pipe and Wall Hook Health Faucet Gun Set	70	Each		
22.	Brass full way valve with C.I. wheel (screwed end)				
a)	25 mm dia	10	Each		
b)	32 mm dia	10	Each		
c)	40 mm dia	10	Each		
d)	50 mm dia	10	Each		
23.	CP Brass Bottle Trap 32 mm	20	Each		
Carpenter Items :					
1.	Supplying 18 mm thick block board with commercial ply veneering on both side	30	sqm		
2.	Supplying 12 mm thick commercial ply	45	sqm		
3.	Supplying Ply wood 5 ply with commercial ply on both faces 6 mm thick	15	sqm		
4.	Supplying Decorative plywood 4 mm	15	sqm		
5.	Float glass panes of nominal thickness 4 mm (weight not less than 10 kg/sqm)	20	sqm		
6.	Supplying Veneered particle board with commercial veneering on both sides	45	sqm		
7.	Supplying 2 nd class teak wood moulded beading or Taj beading/ornamental beading of size 18 x 5 mm	100	Meter		
8.	Supplying Fevicol in 1 Kg. Pack (Heatex)	5	Kg.		
Horticulture Items :					
1.	Supplying ollowing Plants / Trees				
a)	Dahila	200	Each		
b)	Pensy	100	Each		
c)	Petunia	100	Each		
d)	Marigold	50	Each		
e)	Inerme	500	Each		
f)	Areca Palm Tree				
i)	5 ft.	5	Each		

ii)	2 ft.	5	Each		
g)	Hibiscus	200	Each		
h)	Double Guldavari	200	Each		
i)	Tarison	50	Each		
j)	Gladiola	40	Each		
k)	Mix Plant	100	Each		
l)	Seasonal Flower Plant	100	Each		
2.	Supplying Terracotta (Geru)	20	Kg.		
3.	Supplying following manure				
a)	Urea	50	Kg.		
b)	DAP	50	Kg.		
c)	Compost	400	Kg.		
4.	Flower pot with plate 10 inches	100	Each		
5.	Flower pot without plate 12 inches	100	Each		
6.	Moss Sticks 3 ft.	50	Each		
7.	Insecticide (Aldrin / Rogor)	5	Ltr.		
8	Sand Zone V	2.83	cum		

TOTAL (in words): Rupees..... only.

***All material will be provided by the Institute except the materials in Table 'B'.**

- 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 and Technical Specification of Section-3 of the tender document excluding Goods and Service Tax, which shall be paid extra, as per Goods and Service Tax rules applicable from time to time.
- Minimum wage, EPF employer's contribution, ESIC employer's contribution or any statutory obligation has to be paid by vendor as per Govt. notification from time to time and shall be reimbursed by IIFT.
- L1 shall be decided on the basis of lowest cost to IIFT (Table A+B+C). For calculating service charges, the present wages and EPF & ESIC charges for Manpower as per Annexure-I, Section-3 for 12 months is Rs. 324.60 lakhs and shall be considered for deciding L1.

Signature of Contractor

**Assistant Registrar (Admn.)
Email ID: aradm@iift.ac.in
Indian Institute of Foreign Trade
New Delhi**