

## Request for Quotation

Ref No.: IIFT/ MBA (IB) ADVT/ 2021

April 01, 2021

### Sub: Request for sealed quotation of "Printing Advertisement in leading Newspaper"

**Last date of Submission: April 12, 2021, 5:00 PM**

**Date of Opening: April 13, 2021, 11:00 AM**

Dear Sir / Madam,

For upcoming Executive Program of the Institute, you are hereby requested to submit your valid and firm quote for publication of advertisement in newspapers listed in Annexure-1 as per the terms and conditions indicated herein below for the following advertisement matter given in Annexure-2 in Single bid basis. Sealed quotation should be dropped on or before **April 12, 2021, 5:00 PM** in the tender box of Room No # 522 (A), 5<sup>th</sup> Floor, Block- I, IIFT, B-21, Qutab Institutional Area, New Delhi- 110016.

### IMPORTANT DATES

S. No.	Event	Date and Time/ Remarks
1	Last date and time of submission of bids off-line (Technical and Price Bid)	April 12, 2021, 5:00 PM
2	Opening of Technical and Price Bids off-line in the presence of the bidders.	April 13, 2021, 11:00 AM
3	All the communications with respect to the tender shall be addressed to:	Section Officer, Room No # 522 (A), 5 <sup>th</sup> Floor, Block- I, IIFT, B-21, Qutab Institutional Area, New Delhi- 110016. Email: soadmin@iift.ac.in

**Technical Criteria  
Bidder should submit compliance matrix as follows  
(Part- I)**

S.No	Eligibility Criteria Release of advertisement in print media	Attached Relevant Document	Compliance (Yes/ No)	Deviations if any, Please specify
1	Status of Agency/ Propriety/ Partnership/ Pvt. Ltd. (attach proof in support)			
2	Name of the Director/ Partner/ Proprietor along with his/her contact number and E mail			
3	Registered Branch Office Address with Tel No. & E mail			
4	Valid INS Accreditation Certificate indicating full accreditation by INS			
5	Agency should have full fledged Registered/ Branch Office at Delhi			
6	Acceptance on Letter head stating to provide services on 24 Hour basis and should publish the advertisement within 24 hours with at least one month credit facility			
7	Permanent Account Number (PAN)			
8	GST Registration Certificate			
9	Duly signed and stamped of the entire bid document along with its addendum/ corrigendum if any.			

**(Part-II)**

<b>S.No.</b>	<b>Scope of Work</b>	<b>Attached Relevant Document</b>	<b>Compliance (Yes/ No)</b>	<b>Deviations if any, Please specify</b>
1	The services to be provided by the agency shall conform to the requirements and responsibilities under scope of services mentioned in the tender document			
2	The bidder shall arrange the final advertisement sample before the final print			

**(Part-III)**

**Price Bid Format: Please submit the price bid as per**

**Annexure-1 General instructions to Bidders**

You are requested to kindly go through the detailed terms and conditions mentioned below and overleaf and submit your most competitive bid applicable to educational and research institutes.

1. The document can be directly downloaded from Institute's website [www.iift.edu](http://www.iift.edu). No editing, addition/deletion of matter is permitted. It can also be downloaded from the CPP portal on free of cost.
2. **Please mention the Ref No. and due date on top of the bid sealed envelope.**
3. The offer must be submitted in a single bid system within the indicated Date and Time.
4. No tender is to be handed over to any of IIFT staff/ any other person.
5. All sealed quotations should be deposited in the tender box at the following address: Section Officer Room No.: 522 (A), 5<sup>th</sup> Floor, Block 1, IIFT, B-21, Qutab Institutional Area, New Delhi-110016.
6. Quotations (Part-I, II and III) must be sent sufficiently in advance so that it reaches us on or before the due date and time. Sealed quotations received after the due date and time will not be considered for evaluation.
7. All communications related to this tender should be addressed to the Section Officer Room No.: 522 (A), 5<sup>th</sup> Floor, Block 1, IIFT, B-21, Qutab Institutional Area, New Delhi-110016.
8. All columns of this bid should be filled. Any additional information should be enclosed separately and referred to in the relevant column of the bid form.
9. Agency must ensure that the matter of advertisement given is correctly reproduced in the advertisement appearing in the newspaper.
10. In case of any error in advertisement publication as compared to the advertisement text given by us, the agency shall arrange for publication of corrigendum at their own cost.
11. Once the agency has quoted and accepted the offer, withdrawal or denial at any stage is not accepted under any circumstances.
12. No excuse as wrong quote is acceptable for consideration after awarding of the work. Therefore, due care should be taken while preparing the quotation.
13. **As per the Ministry of Finance, Department of Expenditure an amendment to GFR Rule 170 vide Office Memorandum No. F.9/4/2020-PPD dated 12/11/2020, the bidders are requested to submit a Declaration instead of Bid Security. The declaration format is at Annexure – II**

14. **The bidder with whom the order is placed will be required to submit a Bank Guarantee/DD equivalent to 03% of the order value (Including taxes and other levies) within five working days of placing the order towards the performance security. With a validity beyond 60 days. In case the firm fails to submit the performance guarantee of the specified amount within the prescribed time line, the order is liable to be cancelled.**

#### **Conditions for Techno-Commercial bids**

1. Discount if possible may please be offered.
2. Price bid form at Annexure-1 should be used for bid submission.
3. Competent authority shall decide on the final quantity required.
4. The competent authority reserves the right to accept/ reject/ cancel any or all enquiries or quotations at any stage without assigning any reason thereof.
5. 100% payment will be released through RTGS transfer after completion of the activity and submission of invoice with regard to specifications ordered. The payment will be released after statutory deductions.
6. The time frame of ordered service should be strictly adhered failing which, the service order is liable to be cancelled.
7. Please note clearly that faxed, mailed and tempered quotations are liable to be rejected.
8. Proficiency in translation and proof reading facilities in major Indian languages shall be preferred.
9. Any disputes arising out of this tender will be under the jurisdiction of court of Delhi only.

Place:

Signature with stamp of the bidder:

Date:

Name, Address of the bidder:

Cell/ Tel No.:

**PRICE SUBMISSION FORM**

RFQ No.: IIFT/ MBA (IB) ADVT/ 2021

Name of the Agency M/s.....

Particulars	Size for B/W	Price for any page	Price for Page 3	Price for Page 5
<b>Hindustan Times (English Edition)</b>	12 (W) x 8 (H)			
<b>Times Of India (English Edition)</b>	12 (W) x 8 (H)			
<b>Navbharat Times ( Hindi Editions)</b>	12 (W) x 8 (H)			
<b><i>*Combo offers if any, may also be indicated.</i></b>				

***\*Price quoted is firm and final with validity as per the terms of IIFT tender terms***

Quoted rates must be typed and not hand written .

**Note: The rates should be quoted for 12 cm (W) x 8 cm (H)**

Place:

Date:

Signature with stamp of the bidder:

Name, Address of the bidder:

Tel/ Cell No:

**Declaration of Bid Security**

I \_\_\_\_\_ Son/ Daughter/ Wife of \_\_\_\_\_ on behalf of the \_\_\_\_\_ (Name of the Company) do hereby declare that if we withdraw or modify our bids for the EOI during the period of validity, or if we are awarded the contract and we fail to sign the contract, or to submit a Performance Security before the deadline defined in EOI, we will be suspended for a period of 01 year from being eligible to submit EOI/ Proposal for contracts with IIFT.

Name:

Company:

Signature:

**PRINT ADVERTISEMENT LAYOUT 12 cm (W) x 8 cm (H)**

(Deemed to be University)  
(Established under Section 3 of the  
UGC Act, 1956 vide  
notification no.  
F.9-31/2001-U.3 of Government of  
India)

## **भारतीय विदेश व्यापार संस्थान**

**INDIAN INSTITUTE OF FOREIGN TRADE**  
(Department of Commerce, Govt. of India)  
**Accredited "A Grade" by NAAC**

**Announces Admission to the following Executive  
Programmes :**

### **FULL TIME PROGRAMME – DELHI CAMPUS (JUNE 2021-MAY 2022)**

- **One Year Post Graduate Diploma Programme on Import-Export Management**

**Unique Features:** (i) 3 Month Industry Specific Internship

(ii) Domestic Field Visit per week up-to 6 Months

(iii) International Study Tour of One Week to a European port

### **WEEKEND PROGRAMMES (AUGUST 2021 – OCTOBER 2022)**

- **Executive Post Graduate Diploma in International Business (EPGDIB) – On-Campus at Delhi**

- **Executive Post Graduate Diploma in International Business (EPGDIB) – Hybrid**

**Unique Features:** (i) International Study Tour of One Week to a European port

(ii) Mainly Online Executive Education Platform for EPGDIB (Hybrid)

Due date for submission of online application form (**Import Export Management**) is 1<sup>st</sup> **April, 2021**. Due date for submission of online application form (**EPGDIB – On Campus & Hybrid**) is 1<sup>st</sup> **May, 2021**.

For Further details, please see under the icon **NEW ADMISSIONS** on the homepage of IIFT at [www.iift.edu](http://www.iift.edu)  
E-mail ID: [empd@iift.edu](mailto:empd@iift.edu) or contact - **011-39147320**