

## Request for Quotation

RFQ No.: IIFT/ ADVT/ 2021-2022 (03)

February 18, 2021

### Sub: Request for sealed quotation of "Print Advertisement in leading News Papers"

Last date of submission: March 10th, 2021, 5:00 PM

Date of Opening: March 12th, 2021, 3:00 PM

Dear Sir / Madam,

For upcoming Executive Programme 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 March 10th, 2021, latest by 5:00 PM in the tender box of Section In-charge (EMPD), Room No. 423, IIFT, B-21, Qutab Institutional Area, New Delhi-110016 kept at Main Entrance Gate.

### IMPORTANT DATES

S. No.	Event	Date and Time/ Remarks
1	Last date and time of submission of bids off-line (Technical and Price Bid)	March 10th, 2021 upto 5:00 PM (IST)
2	Opening of Technical and Price Bids off-line in the presence of the bidders.	March 12th, 2021, at 3:00 PM (IST)
3	All the communications with respect to the tender shall be addressed to:	Section In-charge (EMPD), Room No. 423, IIFT, B-21, Qutab Institutional Area, New Delhi-110016 Tel: 011-39147320 E- Mail ID: empd@iift.edu

### **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 atleast 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 RFQ 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 In-charge (EMPD), Room No. 423, 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 In-charge (EMPD), Room No. 423, 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. The print advertisement must be published at Page No. 2 of the main circulated Newspaper.
10. Agency must ensure that the matter of advertisement given is correctly reproduced in the advertisement appearing in the newspaper.
11. 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.
12. Once the agency has quoted and accepted the offer, withdrawal or denial at any stage is not accepted under any circumstances.
13. No excuse as wrong quote is acceptable for consideration after awarding of the work. Therefore, due care should be taken while preparing the quotation.

**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:

Date:

Signature with stamp of the bidder:

Name, Address of the bidder:

**PRICE SUBMISISON FORM**

RFQ No.: IIFT/ ADVT/ 2021-2022 (03)

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

India		
<b>News Paper</b>	<b>(A)</b> Hindustan Times (All English + Hindi Editions)	<b>(B)</b> Greater Kashmir (Jammu & Srinagar)
<b>Rate</b>		
<b>GST Amount</b>		
<b>Total Price</b>		
<b>Total Price (A+B)</b>		
<b>Total Price (in words)</b>		

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

**Note:** (i) The rates should be quoted for 12 cm (W) x 8 cm (H)  
(ii) The print advertisement must be published at Page  
No. 2 of the main circulated Newspaper.

Place:

Date:

Signature with stamp of the bidder:

Name, Address of the bidder:

Tel/ Cell No:

**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**  
E-mail ID: **empd@iift.edu** or contact - **011-39147320**

**Dr. P.K. Gupta, Registrar**