



**INDIAN INSTITUTE OF FOREIGN TRADE
NEW DELHI – 110016**

No.: Estt.1-25/30/2024-ESTT

28.02.2025

TENDER FOR HIRING AN AGENCY FOR REVAMPING OF IIFT WEBSITE

1. Indian Institute of Foreign Trade (IIFT) was set up in 1963 by the Government of India as an autonomous organization under Ministry of Commerce & Industry to help professionalize the country's foreign trade management and increase exports by developing human resources generating, analysing, disseminating data and conducting research. The Institute visualizes its role as:

- A catalyst for new ideas, concepts and skills for the internationalization of the Indian economy.
- The primary provider of training and research-based consultancy in the areas of international business, for the corporate sector, Government and the student community at large.

An institution with proven capability to continuously upgrade its knowledge base with a view to meet the requirements of the Government, trade and industry through both sponsored and non-sponsored research and consultancy assignments.

Institute is in the process of revamping the website to meet the current challenges for sustaining competitiveness in the market and also it will enable the Institute to streamline and standardize the processes across the Institution and to adopt some of the global best practices being followed in similar institutions.

2. BIDDING PROCEDURE

The Tender should be submitted in two envelopes system. The first sealed and stamped envelope enclosing the scope of work as Technical Bid super scribed as **“TECHNICAL BID – TENDER FOR HIRING AN AGENCY FOR REVAMPING OF IIFT WEBSITE”** and the second sealed and stamped envelope enclosing the commercials in separate cover /EMD in another separate cover for the proposal as Financial Bid/EMD super scribed as **“FINANCIAL BID – TENDER FOR HIRING AN AGENCY FOR REVAMPING OF IIFT WEBSITE”** are to be put in a big envelop super scribed as **“TENDER FOR HIRING AN AGENCY FOR REVAMPING OF IIFT WEBSITE”**. The response to the Tender duly completed in all respect (stamped, dated and signed on each page) must be addressed to the Section officer (Gen. Admin.), Room No.522(B), Indian Institute of Foreign trade, B-21, IIFT, Qutab Institutional Area, New Delhi – 110016 to be put in the Tender Box placed at the Main gate of IIFT. The bid to be submitted on or before **14th March, 2025 by 03:00 PM** and bids later than this will not be accepted under any circumstance. Please ensure the date and time of the bid submission to be recorded at the security gate.

- 2.1 **Technical Bid Opening:** 14/03/2025 at 03:30 PM.
- 2.2 **Financial Bid Opening:** the date & time will be intimated later on to the responsive bidders only.
- 2.3 **Estimated Tender Value:** Rs. 05 Lakhs.
- 2.4 **Bid Validity Period / Validity of bid Offer:** 90 days from the tender opening date.
- 2.5 Bids received after due date & time will not be accepted.
- 2.6 Incomplete, ambiguous, conditional, bids are liable to be rejected.
- 2.7 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.
- 2.8 The bidder shall furnish a declaration in their 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.
- 2.9 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.
- 2.10 The Bidder has to indemnify IIFT against loss of input tax credit on account of Black-listing of firm during tenure of contract.
- 2.11 IIFT has the right to recover input tax credit loss suffered by it due to any mis-declaration of invoice by Bidder.
- 2.12 Financial Bids will be opened only of those bidders, who will qualify on the basis of technical bids. Institute's decision, in this regard would be final.
- 2.13 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.
- 2.14 Minimum Contract Period is one year, which may be extended on mutually agreed terms and conditions. However, if the services are found not to be satisfactory, the contract may be discontinued by giving 30 days notice period by IIFT, New Delhi.
- 2.15 The payment will be made to the agency, on quarterly basis after the deduction of TDS and other statutory deductions if any, after satisfactory completion of service.
- 2.16 Competent Authority, IIFT reserves all right to reject or accept any or all quotations without assigning any reason.
- 2.17 All the pages of the tender document to be properly numbered.
- 2.18 The first page must be the index page.
- 2.19 All the photocopies/scanned pages must be in A4 size and legible/readable without specs.

3. SUBMISSION OF TENDER:

The tender should be submitted as detailed below:-

Envelope-1:Comprising of Bid Security / EMD, Tender Fee (as prescribed), duly signed all pages of tender document and requisite documents duly signed. The envelope should be super scribed as **“TENDER FOR HIRING AN AGENCY FOR REVAMPING OF IIFT WEBSITE”**.

Envelope-2:Comprising of Price Bid (as per Annexure-IX). The envelope should be super scribed as Financial Bid for **“TENDER FOR HIRING AN AGENCY FOR REVAMPING OF IIFT WEBSITE”**.

Envelope 1 & Envelope 2 shall be put together in a big envelope super scribed as **“TENDER FOR HIRING AN AGENCY FOR REVAMPING OF IIFT WEBSITE”** should be submitted to the Section Officer (Gen. Admin.), 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.

4. EARNEST MONEY DEPOSIT

- a) The bidder shall furnish the bid security / EMD Rs. 25,000/- through a DD in favour of “Indian Institute of Foreign Trade, New Delhi” or through NEFT/RTGS in favour of “Indian Institute of Foreign Trade. (Bids without EMD will be summarily rejected). 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

- b) 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.

5. ELIGIBILITY CRITERIA

- 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 17).
- **Work experience:** Experience of successfully completed similar works to the Government organizations during the last 3 years. “Similar works” shall mean “Designing/Redesigning/Revamping of Webiste”. The work experience should be supported by certificates issued by client organizations.
- Audited balance sheet of the company for the last three years (2021-22, 2022-23 & 2023 -24). The Annual turnover certificate should be on letter head of Chartered Accountant. **Note:-**
Certificate of Financial Turnover:
At the time of submission of tender, the tenderer shall provide Affidavit/Certificate from Chartered Accountant mentioning Financial Turnover of last 03 years or for the period as specified in the tender document. There is no need to providing entire voluminous balance sheet. However, one page of summarized balance sheet (Audited) for last 03 years or for the period as specified in the tender document shall be provided.
- The bidder should have a valid PAN.
- 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).

- Attested copy of the Certificate of Registration of the company must be enclosed along with Technical Bids.

6. TECHNICAL SCOPE OF WORK

(A) Comprehensive Scope:

- i) To design & develop a Dynamic and Responsive Website for the Institute.
- ii) Incorporate all features of the current Institute's website: <https://www.iift.ac.in>
- iii) To carry out the Data migration / Porting of existing data into the proposed Website.

(B) Design & Platforms:

- i) A consistent look and feel for the website that will work with all kinds of devices such as mobile, Desktop, Laptop, and tablet browsers using Responsive Web Design
- ii) Browser Compatibility
- iii) Should include every design aspect such as Screen Resolution, fast-loading pages, minimal scroll, consistent layout, prominent and logical navigation, etc.
- iv) Should be inline with the IIFT's Brand Visual Identity Guideline (a Style Guide 1.0) [https://www.iift.ac.in/iift/Brand%20Visual%20Identity%20Guideline%20\(a%20style%20guide%201.0\).pdf](https://www.iift.ac.in/iift/Brand%20Visual%20Identity%20Guideline%20(a%20style%20guide%201.0).pdf)
- v) PHP (only PHP without any CMS like Wordpress, etc.) and MySQL in Linux Environment
- vi) The server will be hosted on RHEL-9 (will be provided by the Institute)

(C) Method of Development:

- i) Agile with incremental & modular approach
- ii) Design-Develop-Deploy each module after approvals of prototypes
- iii) Design should be laid down in the SRS with Use Cases and other aspects of SRS including the Site Map and Navigability features
- iv) Unit Testing: With IIFT defined Test suits & Regression Testing for every module
- v) System Testing for the website after complete development.

(D) Functionality & Features:

- i) Admin Portal for managing every section of the Web Portal
- ii) ChatBot for User Query
- iii) Dynamic Chatbot.
- iv) Bilingual (Hindi and English) Capabilities.
- v) User roles and capabilities
- vi) Page & Keyword search within the Website. All the content should be easily searchable from the website itself.
- vii) Inputs pertaining to the design and content part will be provided by the Institute.

(E) Compliance:

- i) GIGW Compliance as mentioned in <https://guidelines.india.gov.in>
- ii) CERT-In/CERT-In Guidelines
- iii) Guidelines by the DOT & NIC
- iv) STQC

(F) Security:

- i) Inline with every security measure as defined in OWASP <https://owasp.org/www-project-top-ten/> to deal with SQL Injection, etc.
- ii) Any other related guidelines by the Govt

(G) Documentation:

Preparation of handover documentation including but not limited to:

- i) system installation and configuration,
- ii) system specification,

- iii) functional specifications,
- iv) operating manuals and
- v) transfer of CMS along with the Source Code, installation and configuration to the IIFT.

(H) Deadlines & Deliverables:

Web project milestones could be:

- i) Wireframes
- ii) Designs (Prototypes & Blueprints)
- iii) Development (Front and Back-end)
- iv) Testing and feedback
- v) Go Live

(I) Auditing:

The Bidder shall get the website GIGW certified from STQC and security audited by CERT-In/CERT-In Empaneled Bidders before Go-live

(J) Other relevant:

Any other additional features & functionalities required to provide a new fully operational website.

7. PAYMENT TERMS

The payment will be made to the agency on completion of the work, after the deduction of GST/TDS and other statutory deductions (if any), subject to the services being found satisfactory (to be certified by the authorized IIFT personnel). Payments will be made through RTGS (Real Time Gross Settlement) or NEFT (National Electronic Fund Transfer).

8. 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.

9. PERFORMANCE BANK 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 5% 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 14 months, 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.

10. 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 **10(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.500/- per day for the delayed period.

11. ARBITRATION

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

12. EFFECT AND JURISDICTION

The law applicable to this Tender shall be the laws in force in India. The courts in New Delhi, shall have exclusive jurisdiction in all matters arising under and on account of this Tender.

13. CONFIDENTIALITY

All the material sent to the firms shall be treated as confidential and should not be disclosed in any matter to any unauthorized person under any circumstances. The Firm has to furnish a Non-Disclosure Agreement (NDA) as per Form attached at **Annexure – I**.

14. CLARIFICATION OF BIDS:

- a) A prospective bidder, requiring any clarification on the Bid Documents shall notify the Purchaser in writing by e-mail (at: soadmin2@iift.ac.in) of 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.
- b) 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.

15. PENALTY CLAUSE:

In the event of non-compliance of any of the terms & conditions of this contract and non-satisfactory performance of the agency, the penalty of maximum 10% of the bill value will be imposed on the agency subject to the extent of actual damages/ quality lapse as decided/ calculated by IIFT.

16. NEAR-RELATIONSHIP CERTIFICATE:

The bidder should give a certificate 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 the Institute will not pay any damage to the company or firm or the concerned person.

The Company or firm or the person will also be debarred for further participation in the tenders in the concerned unit.

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). The format of the certificate is given in Annexure - IV.

17. 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;
 - 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.

VII. Explanation-Certificate regarding restrictions on procurement from a bidder of a country which shares a land border with India (Annexure - V).

18. 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 Annexure-VI) 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 Annexure-VI in their technical bid.

Place:

Signature with stamp of the bidder:

Date:

Name, Address of the bidder: Cell/ Tel No.:

FORM OF NON-DISCLOSURE AGREEMENT (NDA)

Third Party Non-Disclosure Agreement

I, _____, on behalf of the _____ (Name of Company), acknowledge that the information received or generated, directly or indirectly, while working with IIFT on contract is confidential and that the nature of the business of the IIFT is such that the following conditions are reasonable, and therefore:

I warrant and agree as follows:

I, or any other personnel employed or engaged by our company, agree not to disclose, directly or indirectly, any information related to the IIFT. Without restricting the generality of the foregoing, it is agreed that we will not disclose such information consisting but not necessarily limited to:

- Technical information: Methods, drawings, processes, formulae, compositions, systems, techniques, inventions, computer programs/data/configuration and research projects.
- Business information: Customer lists, project schedules, pricing data, estimates, financial or marketing data.

On conclusion of contract, I, or any other personnel employed or engaged by our company shall return to IIFT all documents and property of IIFT, including but not necessarily limited to: drawings, blueprints, reports, manuals, computer programs/data/configuration, and all other materials and all copies thereof relating in any way to IIFT's business, or in any way obtained by me during the course of contract. I further agree that I, or any others employed or engaged by our company shall not retain copies, notes or abstracts of the foregoing.

This obligation of confidence shall continue after the conclusion of the contract also.

I acknowledge that the aforesaid restrictions are necessary and fundamental to the business of the IIFT, and are reasonable given the nature of the business carried on by the IIFT. I agree that this agreement shall be governed by and construed in accordance with the laws of country.

I enter into this agreement totally voluntarily, with full knowledge of its meaning, and without duress. Dated at _____, this ____ day of _____, 20____.

Name

Company

Signature

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To,

Section Officer (Gen. Admin.)

IIFT, B-21, Qutab Institutional Area

New Delhi – 110 016

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

For -----

Authorized Signatory

Date:

UNDERTAKING & DECLARATION
FOR UNDERSTANDING THE TERMS & CONDITION OF TENDER & SPEC. OF WORK

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.
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.

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 EoI/Tender.

Date:

Place :

Signature of bidderName of bidder

.....

Along with date & Seal

NEAR RELATIONSHIP CERTIFICATE

(Format of the Certificate)

"I..... S/o..... R/o
..... here
by certifies 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:

Place:

**Signature of bidder Name of bidder
Along with date & Seal**

ANNEXURE – V

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:

Place :

**Signature of bidder Name of bidder
Along with date & Seal**

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) Dated 16.9.2020.

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 ____ / ____ / 2025

Authorized signatory
(Name of the Firm entity)

ANNEXURE –VII

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:

Place:

Signature of bidder

**Name of bidder
Along with date & Seal**

PROFORMA

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 a work order no. Dated/...../2025 awarding the work of "**Revamping of IIFT Website**" to M/s....., R/o..... (hereafter referred to as "Bidder") and IIFT has asked him to submit a Performance Guarantee in favour of Director, IIFT of Rs /- (hereafter referred to as "P.G. Amount") valid up to/...../2025 (hereafter referred to as "Validity Date"). Now at the request of the Bidder, We Bank Branch having (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:
bank)

(Signature of the Bank Officer) (Rubber stamp of the

Authorized Power of Attorney Number:

Name of the Bank officer:

Designation:

Complete Postal address of Bank.....

.....

.....

Telephone Numbers

Fax numbers

E-mail ID:
.....

FINANCIAL BID

The cost for the complete scope of work as mentioned at Sl. No. 6 above for the revamping of IIFT website:-

Price Schedule for Bill of Quantity (Figures in Rupees)

A	Services			Total Cost
	Particulars	Basic Unit Price	GST	
	Revamping of Website as per the Scope of Work provided in the Tender Document.			
Total in words (Rupees.....)				

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Business Address:

Seal:

Place:

Date: