

Notice Inviting Tender

**INDIAN INSTITUTE OF FOREIGN
TRADE B21 QUTAB INSTITUTIONAL
AREA NEW DELHI 110016**

Website: www.iift.ac.in

Adms.7(D)/(2)/2023

Date: 13-09-2023

Sub: Invitation of tender for Online Admission Management Services

The Indian Institute of Foreign Trade (IIFT) was established in 1963 as an autonomous body under the Ministry of Commerce & Industry to contribute in the skill building for the external trade sector of India. It has come a long way to successfully develop into a unique institution involved in imparting knowledge through research and training in international business and trade. The Institute was granted “Deemed to be University” status in 2002. The Institute was granted the prestigious AACSB Accreditation in 2021. With this the IIFT figures amongst 900+ Business School of the world which have earned this accreditation. The National Assessment and Accreditation Council (NAAC) has recognized IIFT as Grade ‘A’ Institution in 2005 as well as in 2015. Over the years, IIFT has emerged as a national university with focus on International Business Management and Strategy, and such focus is reflected in all three major activities of the Institute: Research, Training and Education.

Two year full time MBA in International Business and MBA in Business Analytics are the flagship programmes of the Institute. Admission to next batch of MBA in International Business and MBA in Business Analytics 2024-26 programmes will be based on CAT 2023 score and other defined parameters.

Last year, around 35000 nos. of candidates applied for IIFT’s flagship programmes i.e. MBA(IB) and MBA(BA) programmes for which exam IIFT conducted its own entrance exam through NTA.

For commencing the admission process from October 2023, the Institute is looking to hire a professional agency through the tender process of Online Admission Management Services as per Scope of Work given in tender document.

1. The Institute invites sealed bids for Online Admission Management Services under terms and conditions given in Tender Document.
2. The tender document along with Technical and Financial Bid documents can be downloaded from website of the Institute: (www.iift.ac.in)
3. The technical and financial bids should be sealed by the bidder in separate envelopes duly super-scribed and both these sealed envelopes are to be put in a bigger envelope which should also be sealed and duly super-scribed.
4. The Technical bids will be evaluated by the Technical Bid Evaluation Committee duly constituted by IIFT, New Delhi. Financial bids of only the technically accepted offers shall be opened before the successful bidders. Following schedule will be observed in this regard:

Tender Schedule: -

| | |
|--|---|
| Bid System | Two Bid System Technical and Financial Bid to be submitted in separate sealed envelopes. Rest of the documents along with EMD to be submitted in sealed envelope of Technical Bid |
| Last Date of Bid Submission | September 22, 2023 upto 2.30 PM. Tender may be dropped in a box kept with the Security Guard at the main gate of the institute. Technical Bids will be opened on September 22, 2023 at 3.00 PM. |
| Bid should be addressed to | Assistant Registrar (Academics), Indian Institute of Foreign Trade B-21, IIFT Bhawan, Qutab Institutional Area New Delhi - 110016 |
| EMD | The bidder shall furnish the bid security / EMD of Rs.42000/- through a DD in favour of "Indian Institute of Foreign Trade, Delhi" or through NEFT/RTGS in favour of "Indian Institute of Foreign Trade, Delhi" as per details given below. Details for NEFT/RTGS are as under: Beneficiary Name: Indian Institute of Foreign Trade Bank Name & Address: Indian Bank, 7, S.J.S. Marg, Mehrauli Institutional Area, New Delhi 110016 IFSC code – IDIB000M089 MICR code - 110019018 A/c No.– 767635122 The NSIC / MSME units shall be exempted from submission of EMD/ Bid Security deposit on production of requisite proof in respect of valid certification from NSIC / MSME for the tendered item / service. |
| Estimated value of tender (on the basis of 35000 applications) | Rs.20,65,000/- incl taxes |

The Complete Tender details and any updates on the Tender will be available on the IIFT Website i.e. www.iift.ac.in

For any clarifications, write to Email- aracademics@iift.edu

The notice inviting bid along with instructions to bidders, Scope of Work, eligibility criteria, system of award of contract, etc. are part of the bid document.

Yours faithfully,

Assistant Registrar (Academics)
Email ID: aracademics@iift.edu
Indian Institute of Foreign Trade,
New Delhi

(PART-I)

General Information: -

Sealed Quotations are invited for Online Admission Management Services as per the following terms and conditions:

1. The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/ instructions in this document may disqualify the bidders from the bid process.
2. The Institute reserves the right to accept or reject any or all bids without assigning any reason.
3. Incomplete bids or receiving the bid after closing date and time are liable to be rejected.
4. Please ensure that Tender document must be signed and stamped on all pages as a token of acceptance of all the terms and conditions.
5. No tender would be accepted by E-mail and only hard copies will be accepted.
6. **Clarification of Bid Documents:** A prospective bidder, requiring any clarification on the Bid Documents shall notify the Purchaser in writing by E-mail, as indicated in the invitation of Bid. The Purchaser shall respond in writing to any request for the clarification of the Bid Documents, which is received **5 days prior to the date of opening of the Tenders**. Any corrigendum/Addendum, if required, will be uploaded on IIFT Website. IIFT reserves the right to allot/cancel the tenders invited as it may consider/deem fit and proper and to reject the tenders/applications without assigning any reasons at any stage.
7. At any time before the scheduled submission of bid, IIFT may, for any reasons, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by issuing addendum. The amendment in the form of Addendum uploaded on the IIFT website will be binding on the bidders.
8. **In order to allow prospective bidder, IIFT may, at its discretion shall, extend the deadline for the submission of bids for a reasonable time to take the amendment into account in preparing their bid.**
9. The financial bid shall be valid for at least 90 days from the last date of submission of bid. Institute will not entertain any request in respect of escalation of price due to any reason whatsoever.
10. **Duration of Contract:** The contract will be offered initially for a period of one year. However, based on satisfactory performance and fulfilment of all terms and conditions of this agreement it may be extended at the same rate for two more years subject to approval of the competent authority.
11. **Earnest Money Deposit:** A demand draft of Rs.42000/- in favour of Indian Institute of Foreign Trade payable at New Delhi is required to be attached with the Technical Bid. Bids are liable to be rejected in case of non-submission of the same.
12. **Performance Bank Guarantee:** The successful bidder must submit a Performance Bank Guarantee (as per given format) for an amount equivalent to 5% of the order value within 7 days from the award of the contract. It can be deposited in the form of Demand Draft or Bank Guarantee with validity period beyond 90 days of the completion of the contract period.
13. **Successful bidder(s) shall be required to design / develop the Online Admission Management Portal, as per requirement of the Institute within 07 days of award of contract, failing which the bank guarantee will be forfeited.**
14. **Integrity and obligations during contract period:** The successful bidder will be responsible for and obliged to provide all facilities in accordance with the contract using state of the art methods and economic principles and exercising all means available to achieve the performance specified in the tender document. The agency will be responsible for managing the activities of its personnel and will hold itself responsible for their violation, negligence, misconduct or deficiency in services, if any.

15. Selected firm has to submit an undertaking to the Institute that they will not share the Admission related data/personal information of the candidates to any third party. These data/information will be the property of the Institute only.
16. Payment Terms: Payment shall be released at the end of all activities subject to the services being found satisfactory to be certified by the authorized IIFT personnel

17. Termination of contract

The institute may, without prejudice to any other remedy, for breach of agreement in whole or part, terminate the contract. **The agreement will be terminated if**

- Vendor fails to provide any or all of the services for which it has been recognized within the period(s) specified in the tender document, or within any extension period thereof if granted by the institute. OR
- In the judgment of the Institute, it is engaged in corrupt or fraudulent practices in competing for or in executing the agreement. OR
- It fails to follow instructions, guidelines, submission of reports, lists, and data.
- Decision of competent authority of IIFT regarding determining the performance will be final.

18. Format of Price Schedule and related terms:

- a. Price must be quoted in Indian Rupees. Prices should be quoted as per the enclosed format both in figures and words. The rates offered should be inclusive of all proposed work and comprehensive in nature.
- b. Request for price escalation during the contract period shall not be entertained.
- c. Any additional service required for successful completion of this project and not quoted in the financial bid by the tenderer then same shall have to be provided by contractor at no extra cost if the work is awarded to the tenderer.

19. Bid Rejection Criteria:

The bid shall conform generally to the specifications and terms and conditions given in this document. Notwithstanding the general conformity of the bids to the stipulated specifications, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected

- Non submission of signed & stamped tender documents on each and every page
- Submission of unsigned financial bid.
- Not Submitting financial bid in a separate sealed envelope.
- Bids without Profile and declaration on company's letterhead would be rejected
- The bidder should have a minimum average annual turnover of at least Rs. 75 lakhs during the last three financial years 2020-21, 2021-22, 2022-23. The turn over shall be supported by documentary evidences duly certified by Chartered Accountant which shall be attached with the tender documents.
- Not submitting minimum three clients details (which may be any IIMs/IITs/Premier B-Schools/Central Universities/National Testing Agency/SSC/Public Service Commission's/Govt. organizations) where works of similar nature completed with minimum 10000 no. of applicants in one admissions cycle in last three years. Necessary certificate for claiming experience should be attached alongwith customer references with contact details.
- Non submission of EMD
- Non submission of Details of Clients in the format specified.
- The bidder should have an office in Delhi NCR manned with their own qualified support staff/Engineer with their Customer Care Number and active e-mail IDs.
- Bidder blacklisted for any reason by any government institution / department in the past three years

20. 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.

21. Procedure for Evaluation of Responsive Technical Bids:

- IIFT decision will be final for the evaluation of Technical Bids.

Evaluation Criteria:

| S. No. | Criteria | Maximum Marks |
|--------|--|---------------|
| 1. | Average Annual Turnover of the Firm during each of the last three years (2020-21, 2021-22, 2022-23) Rs.75 lakhs to Rs. 1 Crore : 5 Marks Rs. 1 Crore to Rs. 2 Crore : 10 Marks More than Rs. 2 Crore : 15 marks | 15 |
| 2. | Average number of applicants in each admission cycle of last three years :- 10000 – 12000 applicants : 5 Marks 12000 – 15000 applicants : 8 Marks More 15000 applicants : 10 marks | 10 |
| 3. | Completion Certificates for successful Implementation of the Online Admission Management System in last three years :- (3 Marks for each work Order > 3 Lakhs) (4 Marks for each work Order > 5 Lakhs) (5 Marks for each work Order > 10 Lakhs) | 10 |
| 4. | Clients : Experience of providing services (past three years) IIMs/IITs/Top 25 B-Schools as per NIRF 2023 ranking : -15 marks Central / State universities / Govt. Organisations : 10 marks Other HEIs : 05 marks | 15 |

Only those firms who will secure minimum 30 marks (60%) in evaluation of technical will be considered for Opening of Financial Bid. IIFT Decision will be final for evaluation of Technical Bids

22. System of award of contract:

The vendor who satisfies the qualification criteria and offering lowest rate (As per Financial bid format) would be selected.

23. EMD of the unsuccessful bidders shall be returned without interest after award of work to the successful bidder.

24. 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 IIFT 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:-

- Members of a Hindu undivided family.
- They are husband and wife.

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).

25. 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 here in before, 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.
6. An agent is a person employed to do any act for another, or to represent another in dealings with third person.
7. 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.

Date :

(Signature)
Name of Vendor

Format – Technical Bid

Sealed Quotation for Online Admission Management Services:

| S. No. | Description | Company Response | Remarks | | | | | | | | | | | |
|----------------------|--|--|----------------|--------------|--------------|--------------|-----------------|--|--|--|----------------------|--|--|--|
| 1. | Name of the Firm | | | | | | | | | | | | | |
| 2. | Profile of firm/company | Yes <input type="checkbox"/> / No <input type="checkbox"/> | | | | | | | | | | | | |
| | Year & Place of Incorporation | | | | | | | | | | | | | |
| | Correspondence Address | | | | | | | | | | | | | |
| | Number of employees | | | | | | | | | | | | | |
| | Annual Turnover for the last 3 Years. Attach CA Certificate of each years | <table border="1"> <thead> <tr> <th>Year</th> <th>20-21</th> <th>21-22</th> <th>22-23</th> </tr> </thead> <tbody> <tr> <td>Turnover</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Profit in Rs.</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | Year | 20-21 | 21-22 | 22-23 | Turnover | | | | Profit in Rs. | | | |
| Year | 20-21 | 21-22 | 22-23 | | | | | | | | | | | |
| Turnover | | | | | | | | | | | | | | |
| Profit in Rs. | | | | | | | | | | | | | | |
| 3. | Type of Organization (Firm/Company/ Registered under Indian Companies Act) | | | | | | | | | | | | | |
| 4. | MSME/NSIC If yes, Attach Copies | Yes <input type="checkbox"/> / No <input type="checkbox"/> | | | | | | | | | | | | |
| 5. | PAN No. and GSTIN * Attach Copies | | | | | | | | | | | | | |
| 6 | Contact details of the authorized person of the company. 1. Name : 2. Office Tel No. : 3. Mobile no. : 4. Official E-mail id: | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| 7 | Whether the firm is blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous bodies/ IITs & IIMs/Reputed Educational Institutes in India. If yes, details thereof also please, If No, attach Undertaking in regards to not being blacklisted. | Yes <input type="checkbox"/> / No <input type="checkbox"/> | | | | | | | | | | | | |
| 8 | EMD of - Rs. 42000/- | Yes <input type="checkbox"/> / No <input type="checkbox"/> Details of DD/Fund transfer to be provided | | | | | | | | | | | | |
| 9 | The service quoted meets the scope as given in tender document. For any additional feature being provided by you, Kindly attach the additional sheet | Yes <input type="checkbox"/> / No <input type="checkbox"/> | | | | | | | | | | | | |
| 10 | Number of years of experience of successfully implementing Admission Management Services for Universities/Higher education institutions/Govt. organisations *Attach Documentary Proof | Number of Years _____ | | | | | | | | | | | | |

| | | | |
|----|---|--|--|
| 11 | Number of employees in the firm involved in software design, development, implementation, testing and support for Online Admission Management Services *Attach Documentary Proof | ----- | |
| 12 | Do you have office/branch in Delhi NCR. If yes, Address of offices - in NCR | Yes <input type="checkbox"/> / No <input type="checkbox"/> | |
| 13 | Payment Terms: At the end of the admission activity | Yes <input type="checkbox"/> / No <input type="checkbox"/> | |
| 14 | Delivery Time | Immediate (Please mention the time period required). It should not be more than total 7 days including holidays. Number of days required _____ | |
| 15 | Near Relation Certificate as per given format | Yes <input type="checkbox"/> / No <input type="checkbox"/> | |
| 16 | Certificate of Restrictions on procurement from a bidder of a country which shares a land border with India, as per given format | Yes <input type="checkbox"/> / No <input type="checkbox"/> | |
| 17 | Number of applicants in each admission cycle of last three years :- | Number of applicants in 2021 – Number of applicants in 2022 – Number of applicants in 2023 - | |
| 18 | Experience of providing services (past three years) alongwith documentary proof | (1) Names of IIMs/IITs/Top 25 B-Schools as per NIRF 2023 ranking : (2) Name of Central / State universities / Govt. Organisations (3) Other HEIs | |
| 19 | Completion Certificates for successful Implementation of the Online Admission Management System in last three years (attach copies of work orders) | Number of work orders > 3 Lakhs____ Number of work orders > 5 Lakhs __ Number of work orders > 10 Lakhs_ | |

UNDERTAKING : I undertake that information furnished above is true and correct Note: This is to be furnished on the letter head of the bidder.

Date :

(Signature)
Name of Vendor
Signed and Stamped

Format for clients details of last three years

Details of atleast 3 Clients (Insert Additional Rows if required)

| S. No. | Client Name (Higher Education Institute / University) | No. of Applicants in one admission cycle | Value of the Project | Client Contact No. | Client Email ID | Completion Certificate Attached |
|--------|--|---|-------------------------|-----------------------|--------------------|--|
| | | | | | | Yes <input type="checkbox"/> / No <input type="checkbox"/> |
| | | | | | | Yes <input type="checkbox"/> / No <input type="checkbox"/> |
| | | | | | | Yes <input type="checkbox"/> / No <input type="checkbox"/> |
| | | | | | | Yes <input type="checkbox"/> / No <input type="checkbox"/> |
| | | | | | | Yes <input type="checkbox"/> / No <input type="checkbox"/> |

FORMAT FOR FINANCIAL STRENGTH

| Financial Strength of the Organization | | | | | |
|---|-------------------|---------------------|------------|-------------------|----------------------------|
| S. No | Financial Year | Whether (Yes/NO) | profitable | Annual net profit | Overall annual turnover |
| 1 | 2020-21 | | | | |
| 2 | 2021-22 | | | | |
| 3 | 2022-23 | | | | |

Note: Please enclose CA certificate in support of your claim.

Signature of the applicant

Full name of applicant

Stamp & Date

Encl: As above.

SCOPE OF WORK

Scope of Work (SoW) for Online Admission Management Services for MBA(IB) and MBA(BA) programme.

1. Designing and developing of online application form as per required of the Institute.
2. Candidates should register on the portal by giving a few details like Name, CAT registration number, email address and mobile number.
3. There should be provision to validate the email ID/Mobile number of the applicants using One Time Password (OTP) /Verification link.
4. Generate unique login ID, password and application number for each candidate as per Institute's nomenclature and send these details automatically on the registered e-mail ID of the applicant.
5. There are four steps for filling of application form after registration –
Step 1 – Enter Personal Information and attach category certificate if applicable.
Step-2- Enter Educational and Work-ex details and attach relevant certificates (10th, 12th Graduation marksheets, passing certificates plus experience certificates).
Step - 3 – Upload good quality Photo and signature of candidate.
Step-4 – Pay the required fee for the application form using credit/debit card, net banking, wallet, UPI etc. payment methods.
6. Provision to capture and upload scanned image copies of: Photographs, Signatures, Mark sheet, Certificates, application forms and others desired documents etc.
7. Candidates should be able to move on to next step, only after completing and saving the details of previous steps. Also they should be allowed to fill the application form in single as well as multiple sessions.
8. Confirmation email to be sent to candidates once their form is successfully submitted.
9. Support for Online payment. Seamless integration with the payment gateway of IIFT.
10. Institute should be able to track / check the payment /transaction status of all the applicants.
11. Ability to log-in to any submitted application for viewing/printing the summary of details filled in and to manage password if required)/provision for correction by applicant (till date and time of submission of application form) after proper authentication. User-friendly interfaces to view and print the filled in applications and related uploaded documents.
12. Provision of a login based interface/Admin Panel for admission office that allows making any correction in the application form already filled by the applicant, download reports on daily /weekly basis etc.
13. Real-time viewing dashboard for both Institute Users and Students/Applicants.
14. The system should be capable of restricting duplicate registrations, entry of incorrect mobile number etc. into application window.

15. After the last date of submission of application forms, complete data including all desired data of the candidates should be handed over to the Institute in excel format.
16. Technical support should be available on all days 24X7 basis, in case the candidate faces any technical issues while filling up the application form, payment etc.
17. Ability to identify and download reason for transaction failure, payment failure records, along with the corresponding cause and act accordingly.
18. Sending SMS and email to the registered candidates for providing important information.
19. Powerful search engine for searching and listing of application (using basic and advanced search criteria. Option to download such selected data in bulk)
20. The Application registration module should be enabled with the AutoSaved feature before the final submission to avoid any loss of data.
21. Generation of real-time information to Institute users for all the transactions such as Enquiry /Lead / User Registration, Application Submission, Payment Submission, etc.
22. The firm should enable multiple online payment options through Credit card, Debit card, Net-Banking, Wallets, etc. to be integrated with the online admission form.
23. Ability to set Start dates and End dates for online applications
24. Provision to generate customized analytics in graphical format. Example: ApplicantCount based on City, Category, etc.
25. Provision to download Images/Signature/Payment reconciliation details in Bulk of the applicants
26. Provision to view application forms on mobile platform in a seamless manner

Note: *The scope of work given above is only tentative and there can be changes with regard to the addition / deletion of any process(s) even at the last moment. The selected firm shall have to exclude / include any process(s)/ activity(s) which may be required to be deleted / inducted even at the last moment on mutually agreed basis.*

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 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.

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

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 **Online Admission Management Services**” vide no.
Dated for a period of twelve 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. Adms.7(D)/(2)/2023 दिनांक / DATED : ___/2023 forms the integral part of this agreement.**

Financial Bid

Sealed bid for Online Admission Management Services

| S. No. | Online Admission System | Candidates Count | Price per candidate basis | Tax Rate (if applicable) (%) | Total Price excluding Tax | Total Price including Tax |
|--------|--|---|---------------------------|------------------------------|---------------------------|---------------------------|
| 1. | Online Admission Management Services as per SoW given in tender document | Around 35000 (on the basis of figures of last year) | | | | |
| | Total | | | | | |

Note:

- Student Count is only indicative which may increase/decrease. Payment will be released to the selected firm against those candidates only, whose application fee will be received by the Institute.
- Delivery should include one Project in charge along with minimum of two technical support persons for the entire contract period for smooth implementation, functioning and ongoing configuration and issue management support.
- Duration of Contract: Initially for 1 Year, which may be extended for two more years on need basis as per the discretion of the management of IIFT and performance of the firm.
- No payment gateway charges should be included in the Financial bid.

Sign of bidder:- _____

Date :

NEAR RELATIONSHIP CERTIFICATE

"I.....S/o..... R/o hereby certify 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

For the Performance Bank Guarantee

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

Subject : PERFORMANCE GUARANTEE

Whereas INDIAN INSTITUTE OF FOREIGN TRADE (here after referred to as "IIFT") has issued an PO no.....Dated/...../2023 awarding the work

of "Providing.....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 favor of Vice Chancellor, IIFT of Rs...../- (hereafter referred to as "P.G. Amount") valid up to/...../2024(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 topay or has disputed the quantum of the amount or that any arbitration proceeding or legal proceeding is pending between Bidder and IIFT regarding the claim.
3. We, the Bank further agree that the guarantee shall come into force from the date of its issue and shall remain in full force and effect up to its Validity date.
4. The Bank further agrees that the IIFT shall have the fullest liberty without the consent of the Bank and without affecting in any way the obligations hereunder to vary any of the terms and conditions of the said agreement or to extend the time for performance of the said agreement from any of the powers exercisable by IIFT against the Bidder and to forebear to enforce any of the terms and conditions relating to the said agreement and the Bank shall not be relieved from its liability by reason of such failure or extension being granted to Bidder or through any forbearance, act or omission on the part of IIFT or any indulgence by IIFT to Bidder or any other matter or thing whatsoever which under the law relating to sureties would but for this Provision has 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 Demand Draft 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

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