



Indian Institute of Foreign Trade Kolkata Campus
Deemed to be University
Under Ministry of Commerce & Industry, Government of India

Empanelment of agencies for hiring of cars/Taxi/Buses at IIFT, Kolkata on "as and when required" basis

TENDER DOCUMENT

CONDITION OF CONTRACT

TENDER REF. NO.:

EOI No- IIFT (K)/Car agencies Empanelment/2024-25

DATED: 27.02.2025

INDIAN INSTITUTE OF FOREIGN TRADE

(A Deemed to be University under Ministry of Commerce and Industry, Govt. of India)

1583, Madurdaha, Chowbagha, Canal Side Road, Kolkata-700107

Note:1 - EOI conditions may be read properly & accordingly filled the EOI and enclosure may be submitted.

Note:2 - This EOI document contains 16 pages and bidders are requested to sign on all the pages.

The EOI's should be submitted in sealed envelopes superscripted with "Expression of Interest (EOI) inviting application for Empanelment of **hiring of cars /Taxi/ Busses at IIFT, Kolkata on "as and when required" basis at IIFT Kolkata Campus**" and address:-

To,
The Assistant Registrar
Indian Institute of Foreign Trade,
1583, Madurdaha, Chowbaga Road,
Kolkata 700107
E-mail: arkol@iift.edu

Sealed Expression of Interest (EOI) are invited from registered firms/vendor for **Empanelment of agencies for hiring of Cars/Taxi/Buses at IIFT on "as and when required" basis**. The tender document containing the terms and conditions can be downloaded from the institute's website <https://www.iift.ac.in/> and CPP portal

IMPORTANT DATES

NIT No:	IIFT(K)/Car agencies Empanelment/2024-25, Date: 27.02.2025
Estimated Cost	500000/- (Excluding GST) Rupees Five Lakh Only/year
EMD	(02% of Estimated value)/ Exemption allowed to MSME-NSIC companies.
Downloading Period:	21 days, From 27.02.2025 to 20.03.2025
Pre-bid Meeting	07.03.2025
Submission Start Date & Time	27.02.2025
Submission End Date & Time	20.03.2025, 3.00pm
Mode of Submission	In Sealed Envelope by Hand/RPAD/Speed Post/Courier Only.
Opening Date & time:	20.03.2025, 3.30pm
Documents to be downloaded from	https://eprocure.gov.in/epublish/app and https://www.iift.ac.in

Any application received after the last date and time for submission for the same, shall not be accepted. Applications received after the last date shall be summarily rejected.

Assistant Registrar
Administrative Section
IIFT, Kolkata
Email: arkol@iift.ac.in

General Instructions and Terms & Conditions

1. Any bid in open or without sealed envelope if received or incomplete in any manner will be rejected.
2. The bidder/Agency is expected to read all instructions, terms & conditions, specifications in the EOI documents before submission of bid.
3. **Submission of Bid:**
 - a. The EOI will be required to be submitted in two bid system in two separate envelope as mentioned below.

Envelope No. I super-scribed as “**Technical Bid with EOI No, date & Last date**” should contain all the EOI documents and supporting proofs. The agencies have to fill up the Annexures with his signature along with all supporting documents.

Envelope No. II super-scribed as “**EMD or EMD Exemption**”
Envelope No. III super/scribed as **Financial Bid with EOI No, date & Last date**” and should contain price bid only as per format attached (Annexure- II) with this document, duly signed in each page by contractor/authorized signatory.

****** Note:** All 03 Envelopes I, II, III should be placed in large envelope which should be super-scribed as “**EOI No, dt and Last date**” and addressed to “**The Assistant Registrar, IIFT, Kolkata, 1583, Madurdaha, Ward No: 108, Borough-XII, Kolkata-700107**”.

- b. Bid Validity Period / Validity of bid Offer: **90 days from the tender opening date.**
4. If the envelope is not sealed and marked, the Purchaser will assume no responsibility for the bid’s misplacement or premature opening. The bid will be rejected.
5. The Purchaser may, at its discretion, extend this deadline for the submission of bids by amending the Bidding Documents.
6. **Pre-qualification Criteria of Bidder:**
 - a. The bidders having minimum 05(five) years’ experience of ‘**Providing Cars/ Taxi/Buses on rent**’ for reputed Govt. / Public Sector Enterprises / Banks / other reputed agencies. Any job executed by the tenderer for its own in-house purpose/sister concern/subsidiary shall not be considered as relevant experience. Also, job executed by the tenderer as an authorised dealer/subsidiary/fellow subsidiary/holding company and sub-contractors shall not be considered as relevant experience. The bidder must submit relevant proof in the form of Work order/Agreement/Performance Certificates/GST invoices/Work Completion Certificate within 05 years of this EOI publication.
 - b. The bidders are required to submit copy of partnership deed/Memorandum of Association (MOA)/Certificate of Incorporation/Proprietorship firms must submit declaration of sole proprietor on non-judicial stamp paper
 - c. The bidder should submit Self-certified copy of GST Registration Certificate & PAN.
 - d. The bidder should sign each and every pages of the EOI document and application form & annexures as an acceptance of the conditions of the contract and submit it along with the credentials with seal.
 - e. **The company should have its registered Office in Kolkata**
 - f. The Bidders must submit Self-certified copy of valid and relevant Licences and registration.
 - g. The audited financial report of the last three years of the bidder must reflect profitability.
 - h. The tenderer shall not be banned / blacklisted in any institution/organisation.
 - i. The tenderer must possess valid Trade Licence provide copy of Certificates.

- j. Relevant documents supporting eligibility criteria are to be submitted along with the technical bid.
- k. The bidder must submit details of contact persons for the job
- l. The bidder shall furnish the bid security deposit of ₹10000/- through EMD by Demand Draft / Banker's cheque/NEFT/RTGS drawn in favour of "Indian Institute of Foreign Trade" and payable at "Kolkata".
- m. Earnest Money Deposit (EMD) should be given by way of Demand Draft /NEFT/RTGS/Bank Guarantee. NSIC-MSME vendors are exempted from paying EMD. The EMD of unsuccessful tenderers will be released after the award of the tender.

Bank Details: Indian Institute of Foreign Trade, Payable at Kolkata.

A/c No: 707790007

Type: Current

Bank Name: INDIAN BANK

Branch: Salt Lake City

IFSC: IDIB000S147

Swift Code: IDIBINBBSTR

The NSIC / MSME units shall be exempted from submission of Bid Security deposit on the production of requisite proof in respect of valid certification from NSIC / MSME for the tendered item/service.

- n. Valid licenses and permits to operate a Car rental service in Kolkata.
- o. Minimum fleet size of 10 vehicles in good condition.
- p. Compliance with all local transportation regulations and safety standards.
- q. Comprehensive insurance coverage for all vehicles.
- r. The Bidder must submit an audited balance sheet for FY: 19-20, FY: 20-21, FY: 21-22, FY: 22-23, FY: 23-24. In case the audited balance sheet for the years 23-24 is not available turnover certificate from a chartered accountant must be submitted.

******Note: 1.The bids of the participants will be out rightly rejected on non-compliance & non-fulfilment of the Pre-Qualification Criteria in Sl. No.06.**

2. The bidder must submit on letter head to depute their authorised personnel as site in charge or contact person after placement of Work Order.

3. The Institute has the right to amend the Clauses, which will be published in the respective websites through corrigendum. The bidders are advised the to follow the websites regarding the same

4. The interested bidder must visit the site before submitting their bid. Date of site visit & pre-bid meeting:

5. The Institute (IIFT-(K)) may go with negotiation with the L1 bidder.

❖ Scope of Services & Conditions of Contract:

The scope of work for the job is as follows:

I	The vehicles hired/deployed shall be in good condition with neat and clean interior, upholstery and fixed with white sheet covers suitable for comfort journey of Officers/VIPs / VVIPs.
II	The contractor is liable to extend the statutory benefits as provided under the relevant acts to the drivers deployed by them.
III	The contractor shall arrange the required type of vehicle on short notice of one hour also. In case of failure to deploy the vehicle as required, the same shall be arranged from alternative sources and IIFT shall deduct 25% of the actual billed amount by the alternative source as a penalty from the running bill of the contractor.
IV)	The driver deployed on duty - Shall be in uniform. - Shall carry with him an Identity Card with photograph, address proof and other relevant particulars. - Shall be polite and fluent in Bengali/ Hindi / English and shall be sober enough to take

	adequate care of the Official in the vehicle and he should not indulge in any type of argument/behaviour with the officials / guests. - Consumption of alcoholic, drink / intoxicants by the driver while on duty is strictly prohibited. - Should have activated mobile phone failing which vehicle provided shall be returned unused
V)	In case of any breakdown / fault happening to the vehicle while on duty, the contractor shall arrange an alternative vehicle within half an hour at the place of breakdown / fault.
VI)	It will be the responsibility of the contractor to ensure that the vehicle is registered with RTO and possess valid Taxi Permit, RC book, Tax Book, insurance, permit, driver's license and other documents as may be required by the Motor Vehicle Act.
VII)	Vehicle shall also generally carry Tool Kit, Consumable Spares, and First Aid Box etc and these are to be arranged by the contractor on his own expenses.
VIII)	It will be the responsibility of the contractor to ensure that the vehicle is registered with RTO and possess valid Taxi Permit, RC book, Tax Book, insurance, permit, driver's license and other documents as may be required by the Motor Vehicle Act.
IX)	In case of seizure of vehicle by Government / Municipality / Administration or any other statutory authorities, it will be the responsibility of the contractor to get the vehicle released. During such period of requisition / seizure, the contractor shall make alternative arrangement by providing vehicle to our organization.
X)	The contractor should ensure that all the safety precautions are taken care to avoid any untoward incidents.
XI)	The vehicle shall be used for the journey anywhere in West Bengal.
XII)	IIFT may reject the vehicle offered on hire, if he is not satisfied with the condition of the vehicle.
XIII)	The rate/s shall be inclusive of all costs, charges, incidentals, taxes (except GST), duties, levies, octroi, royalties, statutory compliances, transportation and conveyance, T&P, equipment, liabilities and risk of any kind, safety, insurance, PF, labour license, wages, idle charges for man power/equipments, wastage, medical, accommodation, engineering, guarantee / warranty, defect liabilities, interest for the investments, overheads and profit, etc. wherever applicable. However, Parking Charges and Toll Taxes will be reimbursed on submission of documentary evidence.
XIV)	The period of contract will be two year commencing from the date of letter of award. However, the contract may be extended for a further period three months at the sole discretion of IIFT
XV)	Payment will made on the basis of actual running of the vehicles as certified by the user/his representative on the duty slips/invoices.
XVI)	The minimum running hours per day will be eight hours/80 kms. Charges for extra kms run or extra hours (<i>whichever is higher</i>) will be paid as per the rates quoted by the bidders in Bid proposal sheet.
XVII)	The Meter Readings shall be from the point of Pick-up of the guest to the point of dropping of the guest for local use of the hired vehicle. The driver shall get the starting meter reading at the pick-up point duly certified by the user on the Duty Slip.
XVIII)	In case the user certification could not be obtained for any reason, by the Driver, the EIC shall certify the same in consultation with the User.

Contract Period: One Year

Services Time: 01.04.2025.

Evaluation of Bid:

Technical-Evaluation:

All the documents in support to the eligibility criteria mentioned will be evaluated. If the required documents as prescribed above are not submitted, then the offer will be summarily rejected. Based on the evaluation, the valid technical bids will be scrutinized to shortlist eligible agencies.

The financial bids of the only technically qualified bidders will be opened.

Financial Evaluation:

The financial bid shall be submitted in the format provided at **Annexure II**. Date fixed for financial opening will be declared to technically qualified bidders. The financial bid will be opened by the contract committee members at IIFT Kolkata campus. *The Financial bid evaluation will be itemise*

The Bidder with Lowest Price of a particular item will be empanelled. The Institute reserve the right to accept or reject any or all bids without assigning reasons. The Institute is not bound to accept the lowest bid.

Delivery Terms:

The successful tenderer will be given 01 month time period to complete all the necessary process of empanelment to provide service to IIFT.

Payment Terms:

- a. Payment will be made through NEFT/ RTGS in bidders account only.
- b. All legal disputes will have the jurisdiction of Kolkata City only.
- c. Payment will be released after 15 days of successful execution of the work.
- d. *Any payment in the form of Govt. fees/tax/service-charge/revenue/fine/penalties other than mentioned in the work order for the job, if paid by the institute will be adjusted with the payment*

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

****Bidders shall submit necessary documentary proof showing that they meet the eligibility criteria along with their tender bid. All documents submitted will also be self-attested by the bidder.**

Note : I) Certificate of Financial Turnover and Profit At the time of submission of tender, the tenderer shall upload Affidavit/Certificate from Chartered Accountant mentioning Financial Turnover and Profit of last 5 years or for the period as specified in the tender document. There is no need to upload entire voluminous balance sheet. However, one page of summarized balance sheet (Audited) and one page of summarized Profit & Loss Account (Audited) for last 05 years or for the period as specified in the tender document shall be uploaded.

II) Certificates in the name of other Companies:

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

Turnover:

The Annual turnover certificate should be on letter head of a practicing Chartered Accountant. In case Account for FY 23-24 is not yet audited, a self-attested turnover statement supported by documents may be attached. Bidders shall submit necessary documentary proof showing that they meet the eligibility criteria along with their tender bid. All documents submitted will also be self-attested by the bidder.

Minimum Average Turnover amounting to twice the estimated cost of this tender for the last five financial years along with a certificate issued in this regard by a practicing Chartered Accountant.

Extension of Contract:

IIFT will have the right to extend this contract on the same rates, terms & conditions at one time or in spells of lesser time period up to a cumulative maximum period of one year or till an alternative arrangement is made whichever is earlier. Extension beyond one year on the same rates, terms and conditions will be mutually agreed upon subject to **maximum of 2 extensions of one year each based on performance review.**

Performance Guarantee:

(a) The bidder (including NSIC / MSMEs who are registered with the designated bodies) shall furnish a Performance Security or an amount equal to 5% (may be revised on further notice from Dept. Of Expenditure, Govt. of India) of the value of purchase order within 14 days from the date of issue of Purchase Order by the purchaser.

(b) Performance Security may be furnished in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee (including e- Bank Guarantee) from a Commercial bank or online payment in an acceptable form safeguarding the purchaser's interest in all respects (i.e. as per Rule 171 of GFR).

(c) The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete its obligations under the contract.

(d) The performance guarantee Bond shall be in the form of Bank Guarantee issued by a scheduled Bank, valid for 18 months, in the Performa provided in Bid Document.

(e) 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.

Liquidated Damages:

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 (a) below.

a) Should the contractor fail to start services on specified date, IIFT shall be entitled to recover Liquidated damages to the extent of the difference in charges incurred by IIFT in making alternative arrangements along with penalty of Rs.1,000/- per day for the delayed period.

Penalty Clause:

The contracting agency would be expected to maintain high standards of said services

a) Any **serious lapse*** noticed by the said officers/committee members would attract minimum penalty of Rs.10,000/- (Rupees Ten thousand only) on each occasion.

b) Any **minor lapse**** noticed by the said officers/committee members would attract minimum penalty of Rs.1,000/- (Rupees One thousand only) on each occasion.

“Serious and Minor” lapses are to be decided by the competent authority. It is to be also noted that any loss or damage to the Institute’s moveable or immoveable property due to the conduct of the Contractor’s staff shall be made good by the contractor. The value of the loss will be decided by the Institute based on accounting principles/market value. The decision of the Institute in this regard will be final and binding on the agency. Such decision(s) of the Institute shall be binding on the contracting agency.

Force Majeure:

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.

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.

Arbitration:

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.

Where parties are unable to settle the disputes through conciliation, the same shall be referred to the VC 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 Kolkata Centre.

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.

- a. 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.
- b. "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.
- c. "Bidder from a country which shares a land border with India" for the purpose of this order means:-
 - i) An entity incorporated, established or registered in such a country; or
 - ii) A subsidiary of an entity incorporated, established or registered in such a country; or
 - iii) An entity substantially controlled through entities incorporated, established or registered in such a country; or
 - iv) An entity whose beneficial owner is situated in such a country; or
 - v) An Indian (or other) agent of such an entity; or

- vi) A natural person who is citizen of such a country; or
- v) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.

d. 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-

- i) “Controlling ownership interest” means ownership of or entitlement to more than twenty- five percent of shares or capital or profits of the company;
 - ii) “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.
- e. An agent is a person employed to do any act for another, or to represent another in dealings with third person.
- f. 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.

Court Jurisdiction:

Any dispute arising out of the tender / bid document / evaluation of bids / issue of APO shall be subject to the jurisdiction of the competent court at Kolkata only.

Termination for Insolvency:

If the supplier/service provider becomes bankrupt or otherwise insolvent, the purchaser may terminate the contract by giving written notice to the supplier/service provider, without any compensation to the supplier/service provider, provided, that such termination will not prejudice or affect any right of action or remedy which has accrued and/ or will accrue thereafter to the purchaser.

Assistant Registrar
Administrative Section
IIFT, Kolkata
Email: arkol@iift.ac.in

UNDERTAKING & DECLARATION

FOR UNDERSTANDING THE TERMS & CONDITION OF TENDER & SPEC. OF WORK *On Letter Head*

(a) Certified that:

1. I / We..... have read, understood and agree with all the terms and conditions, specifications included in the tender documents & offer to execute the work at the rates quoted by us in the tender form.
2. If I / We fail to enter into the agreement & commence the work in time, the Bid security (EMD) / Performance guarantee deposited by us will stand forfeited to the IIFT.
3. I / We are not blacklisted by any authorities.
4. I/ We have attended the prebid meeting

(b) The bidder hereby covenants and declares that:

1. All the information, Documents, Photocopies of the Documents / Certificates enclosed along with the Tender offer are correct.
2. If anything is found false and/or incorrect and/or reveals any suppression of fact at any time, IIFT reserves the right to reject our tender offer / cancel the LOA / Purchase / work order if issued and forfeit the Bid security (EMD) / Performance guarantee / Bill amount pending with IIFT. In addition, IIFT may debar the contractor from participation in its future tenders.

Date:

Place:

Signature of bidder Name of bidder

.....

Along with date & Seal

NEAR RELATIONSHIP CERTIFICATE

(Format of the Certificate-On Letter Head)

"Whereas, I/we(name of agency) has submitted bid for..... I/We hereby submit following declaration that none of my relative(s) as defined in the tender document is / are employed in IIFT unit as per details given in tender document. In case at any stage, it is found that the information given by me is false / incorrect, IIFT shall have the absolute right to take any action as deemed fit / without any prior intimation to me."

Date:

Place:

Signature of bidder Name of bidder

.....

Along with date & Seal

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)

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

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

TECHNICAL BID INFORMATION**On Letter Head**

Sl No	Details	Documents
01	Name of The Bidder/Organization/Firm	
02	Name of the Authorized Persons/Proprietor/Director/Head/ Manager/ Contact Persons of the organization	
03	Contact No:	
04	Email	
05	PAN No	
06	GST No	
07	Turnover Certificate or Balance sheet for FY: 19-20, FY: 20-21, FY:21-22, FY:22-23, FY:23-24	
08	Valid NSIC/MSME Certificate no., if any	
09	Registered Address	
10	Address for Communication	
11	Trade License	
12	MOA/Certification of Incorporation No/ Partnership Deed	
13	Any Other related information	
14	Name of Technical Officer/Engineer	
15	Contact & Email of Technical Officer/Engineer	
16	Qualification of Technical Officer/Engineer	
17	Experience of Technical Person(in years)	
18	Registration no. of Vehicles	1.....(Type).....No 2. 3.

Date:
Signature of bidder

Place:
Name of bidder

.....
Along with date & Seal

PROFORMAS

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

Subject: PERFORMANCE SECURITY

Whereas INDIAN INSTITUTE OF FOREIGN TRADE (hereafter referred to as "IIFT") has issued an APO no. Dated/...../20 awarding the work of "Providing Car Services in IIFT Kolkata Centre" to M/s, R/o (hereafter referred to as "Bidder") and IIFT has asked him to submit a Performance security in favour of **Indian Institute of Foreign Trade** of Rs./- (hereafter referred to as "P.G. Amount") valid up to/...../20..... (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 security 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 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 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 security 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 **"Kolkata"**.
7. The Bank guarantees that the below mentioned officer who have signed it on behalf of the Bank have authority to give this guarantee under its delegated power.

Place...

Date...

(Signature of the Bank Officer)

(Rubber stamp of the bank)

Authorized Power of Attorney Number:

Name of the Bank officer:

Designation:

Complete Postal address of Bank:

.....

.....

Telephone Numbers

Fax numbers

E-mail ID:

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 Car Services in IIFT Kolkata Centre **vide LOA No. Dated** for a period of **one year 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 security deposit 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 EOI No- IIFT (K)/Car agencies Empanelment/2024-25 Dated: 27/02/2025 forms the integral part of this agreement.

PRICE BID
On Letter Head

Tender no: IIFT (K)/Car agencies Empanelment/2024-25 dtd: 27/02/2025

To,
The Accounts Officer,
IIFT, Kolkata campus

Subject: Financial Bid/Price Bid

Sir/Madam,

I/we have gone through the tender document and terms & conditions, understood it fully and declare that I/we shall abide by the terms and conditions mentioned therein for supply of the items required. The price submitted below is final & complete in all respects.

S. No.	Particulars	(Rs.)	Rate per hour (Rs.)	Rate per Kms (Rs.)	Night Halting Charges (Rs.)
(a)	(b)	(c)	(d)	(e)	(f)
1	Swift Dzire / Etios (AC) or equivalent				
2	Innova AC or equivalent				
3	Honda City / Hyundai Creta AC or equivalent				
4	Tempo Traveler (12 seater)				
5	Bus (35 seater)				
6	Bus (52 seater)				

GST Extra@ _____%

Note: The Institute will reimburse the vehicle parking charges and toll tax charges on production of actual receipts.

Date:
Place:

Signature & Seal of the Bidder

Annexure-III

Please provide the details of the commercial vehicles under your procession in the following format:

S.No	Vehicle Name	Model	Make	AC/ NON AC	Commercial Registration No.	KMs as on Date
1	Indica or similar vehicle					
2	Indigo, Swift or similar vehicle					
3	Innova, Xylo, Scorpio or Similar vehicle					
4	Honda City or similar vehicle					
5	Bus & Tempo Traveler vehicle					

Signature.....

Name.....

Date.....