

Sub: Request for Sealed Quotations of “Printing Advertisement in News Papers for Ph. D. Programme in Management (Full-time & Part-time) and Ph.D Programme in Economics (Full-time)”Last date of submission: 18thJune 2021 by 11:00 AMDate of Opening: 18thJune 2021 at 12:00 NOON

For the upcoming Ph.D. Programme in Management (Full-time and Part-time) and Ph.D Programme in Economics (Full-time) 2021 of the Institute, you are hereby requested to submit your valid and firm quote for publication of advertisement in news papers as listed in **Annexure-1** as per the terms and conditions indicated herein below for the following advertisement matter given in **Annexure-2**, on **Single bid basis**. Sealed quotations should be dropped on or before 18thJune 2021, latest by 11:00AM in the tender box kept at Main Entrance Gate, IIFT, B-21, Qutab Institutional Area, New Delhi-110016.

IMPORTANT DATES

S. No.	Event	Date and Time/ Remarks
1	Last date and time of submission of bids (Technical and Price Bid)	18 th June 2021 at 11:00 AM (IST)
2	Opening of Technical and Price Bids	18 th June 2021, at 12:00 NOON (IST)
3	All the communications with respect to the tender shall be addressed to:	Section Officer (Administration), Room No. 522 (A), IIFT, B-21, Qutab Institutional Area, New Delhi-110016 Tel: 011-39147322 E- Mail ID: soadmin@iift.ac.in

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

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

(Part-II)

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

(Part-III)

General instructions to Bidders

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

- (1) The document can be directly downloaded from Institute's website www.iift.edu. No editing, addition/deletion of matter is permitted. It can also be downloaded from the CPP portal free of cost.
- (2) **Please mention the Ref No. and due date on top of the bid sealed envelope.**
- (3) The offer must be submitted in a single bid system within the indicated Date and Time.
- (4) The composite
- (5) No tender is to be handed over to any of IIFT staff/ any other person.
- (6) All sealed quotations should be dropped in the tender box kept at Main Entrance Gate, IIFT, B-21, Qutab Institutional Area, New Delhi-110016. The sealed quotations should be addressed to: Section Officer (Administration), Room No. 522 (A), IIFT, B-21, Qutab Institutional Area, New Delhi-110016
- (7) Quotations must be sent sufficiently in advance so that it reaches us on or before the due date and time. Sealed quotations received after the due date and time will not be considered for evaluation.
- (8) All communications related to this tender should be addressed to the Section Officer (Administration), Room No.: 522 (A), 5th Floor, Block -I, IIFT, B-21, Qutab Institutional Area, New Delhi-110016.
- (9) All columns of this bid should be filled. Any additional information should be enclosed separately and referred to in the relevant column of the bid form.
- (10) Agency must ensure that the matter of advertisement given is correctly reproduced in the advertisement appearing in the news paper.
- (11) In case of any error in advertisement publication as compared to the advertisement text given by us, the agency shall arrange for publication of corrigendum at their own cost.
- (12) Once the agency has quoted and accepted the offer, withdrawal or denial at any stage

is not accepted under any circumstances.

- (13) No excuse as wrong quote is acceptable for consideration after awarding of the work. Therefore, due care should be taken while preparing the quotation.
- (14) **As per the Ministry of Finance, Department of Expenditure an amendment to GFR Rule 170 vide Office Memorandum No. F.9/4/2020-PPD dated 12/11/2020, the bidders are requested to submit a Declaration instead of Bid Security. The declaration format is at Annexure-3**

Conditions for Techno-Commercial bids

- (1) Discount if possible, may please be offered.
- (2) Price bid form at Annexure-1 should be used for bid submission.
- (3) Competent authority shall decide on the final quantity required.
- (4) The competent authority reserves the right to accept/reject/cancel any or all enquiries or quotations at any stage without assigning any reason thereof.
- (5) 100% payment will be released through RTGS transfer after completion of the activity and submission of invoice about specifications ordered. The payment will be released after statutory deductions.
- (6) The time frame of ordered service should be strictly adhered failing which, the service order is liable to be cancelled.
- (7) Please note clearly that faxed, mailed and tempered quotations are liable to be rejected.
- (8) Proficiency in translation and proof-reading facilities in major Indian languages shall be preferred.
- (9) Any disputes arising out of this tender will be under the jurisdiction of court of Delhi only.
- (10) As per existing provisions in GFR-2017 and Manual of Procurement issued by Ministry of Finance lowest price bid (L1) would be decided by IIFT, New Delhi, which will be based on the total cost of procurement of services i.e. on the basis of Composite Cost.
- (11) Failure to deliver the goods/services would invite punitive action viz. blacklisting of such firms for future procurement of goods and services etc. as deemed appropriate by the Institute.

Place:

Signature with stamp of the bidder:

Date:

Name, Address of the bidder:

Cell/ Tel No.:

PRICE SUBMISISON FORM

RFQ No.: IIFT/ ADVT/ Ph.D. (Management& Economics)

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

For Newspapers and Journal

Particulars	News Papers		Local Newspaper	
News Paper	Times of India (Delhi & Kolkata) English Edition (B/W) Page 3 Size 12 x 8	Navbharat Times (Delhi NCR) Hindi Edition (B/W) Page 3 Size 12 x 8	Anand Bazaar Patrika (Kolkata) (B/W) Page 3 Size 12 x 8	Combo Offer
Rate				
GST Amount				
Total Price				

Any offer (free of cost), may please be provided.*Combo offers if any, may also be indicated****For deciding L1 vendor, least cost (in totality) in all 3 newspapers to IIFT shall be the criteria.*****PLEASE QUOTE YOUR PRICE ONLY IN THE FORMAT PROVIDED ABOVE.**

Place:

Date:

Signature with stamp of the bidder:

Name, Address of the bidder:

Tel/ Cell No:



(Category-I Deemed to be University)

(Established under Section 3 of the UGC Act, 1956 vide Notification No. F.9-31/2001-U.3 of Government of India)

भारतीयविदेशव्यापारसंस्थान

INDIAN INSTITUTE OF FOREIGN TRADE
(Department of Commerce, Govt. of India)
Accredited "A Grade" by NAAC
"IIFT Bhawan" B-21 Qutab Institutional Area,
New Delhi – 110016

Ph.: 011-39147200-205 (Ext.No. 621)
Website: www.iift.edu

ADMISSION ANNOUNCEMENT TO IIFT Ph.D. PROGRAMMES, 2021

Applications are invited for admission to IIFT Ph.D. Programmes in Management (Full-time and Part-time) and Economics (Full-time). For application form and other details, please refer to www.iift.edu. The last date for receipt of applications is 11.07.2021 for the Programmes in Management and Economics.

Dr. P. K. Gupta
Registrar, IIFT

Declaration of Bid Security

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

Name:

Company:

Signature: