



भारतीय विदेश व्यापार संस्थान
INDIAN INSTITUTE OF FOREIGN TRADE

दिल्ली परिसर
DELHI CAMPUS

**NOTICE INVITING TENDER FOR COMPREHENSIVE ANNUAL
MAINTENANCE CONTRACT (AMC) OF CCTV SURVEILLANCE
SYSTEM AT IIFT, NEW DELHI.**

निविदा पत्र
TENDER DOCUMENT

अनुबंध की शर्त
CONDITION OF CONTRACT

निविदा संदर्भ संख्या / TENDER REF. NO.:

GA-12011/1/2024-GA-I

दिनांक / DATED : 20/09/2024

INDIAN INSTITUTE OF FOREIGN TRADE

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

IIFT Bhawan, B-21, Qutab Institutional Area, New Delhi – 110 016

Sub.: Notice Inviting Tender for Comprehensive Annual Maintenance Contract (AMC) of CCTV Surveillance System at IIFT, New Delhi.

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**Section Officer (Gen. Admin.)
Email ID: soadmin2@iift.ac.in
Indian Institute of Foreign Trade
New Delhi**

SECTION – 1

NOTICE INVITING TENDER (NIT)

INDIAN INSTITUTE OF FOREIGN TRADE

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

B-21, Qutab Institutional Area New Delhi – 110016.

निविदा संख्या / Tender No.: GA-12011/1/2024-GA-I

दिनांक / Date: 20/09/2024

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 National Assessment and Accreditation Council (NAAC) has recognized IIFT as Grade ‘A’ Institution in 2005 as well as in 2015. The Institute was granted the prestigious AACSB Accreditation on 17th November, 2021.

The Institute invites sealed bids for providing Comprehensive Annual Maintenance Contract (AMC) of CCTV Surveillance System at IIFT, New Delhi.

1.0 Sealed tenders in Single Stage Two Envelope method (Part-A: Technical bid and Part-B: Financial bid) are invited on behalf of the Vice Chancellor, IIFT for undertaking following works/services:

Sl. No.	Name of the Item / Work	Estimated Cost	Bid Security / Earnest Money
1.	Comprehensive Annual Maintenance Contract (AMC) Of CCTV Surveillance System for IIFT, New Delhi.	Rs. 4.25 lakhs	Rs. 12,750/-

2.0 Time for Commissioning Services: 07 days.

2.1 Time for providing Services: 12 months.

3.0 Tender Document: The tender document shall be available for downloading from the websites www.iift.ac.in / www.eprocure.gov.in/epublish/app from **20.09.2024 - 04.10.2024 at 11:30 am.**

4.0 Eligibility Criteria:

- a) 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 13.0 Section 4).
- b) OEM Authorization Certificate of Matrix.

- c) **Work experience:** Experience of successfully completed similar works to the Government organizations during the last 3 years. “**Similar works**” shall mean “**AMC of CCTV Surveillance System**”
- d) The work experience should be supported by certificates issued by client organizations.
- e) **The bidder should have an Annual average turnover of Rs. 50 lakhs for last five year i.e., FY 19-20, FY 20-21, FY 21-22, FY 22-23, FY 23-24.**
- f) **The bidder should have a valid PAN.**
- g) **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).

- 4.1 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 05 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 05 years or for the period as specified in the tender document shall be provided.

4.2 **Bid Security / EMD:**

The bidder shall furnish the bid security / EMD through NEFT/RTGS/DD 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

- 5.1 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.

6 **Make in India Policy**

The policy of the Govt. of India to encourage “Make in India” and promote manufacturing and production of goods and services in India as per the revised “Public Procurement (Preference to Make in India), Order 2017”, circulated by the Department of Promotion of Industry and Internal trade, Ministry of Commerce &

Industry, Govt. Of India vide Order No. P-45021/2/2017-PP (BE-II) dated 16.09.2020 will be applicable for this tender.

7 **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 **“Providing Comprehensive Annual Maintenance Contract (AMC) of CCTV Surveillance System at IIFT, New Delhi”**.

Envelope-2: Comprising of Price Bid. The envelope should be super scribed as Financial Bid for **“Providing Comprehensive Annual Maintenance Contract (AMC) of CCTV Surveillance System at IIFT, New Delhi”**.

Envelope 1 & Envelope 2 shall be put together in a big envelope super scribed as **“Providing Comprehensive Annual Maintenance Contract (AMC) of CCTV Surveillance System at IIFT, New Delhi”** 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.

8 Date & Time of Submission of Tender: 20.09.2024 – 04.10.2024 at 11:30 am.

9 Date & Time of Opening of Tender

9.1 Technical Bid: 04/10/2024 at 12:00 noon.

9.2 Financial Bid: The date & time will be intimated later on to the responsive bidders only.

10 Tender bids received after due date & time will not be accepted.

11 Incomplete, ambiguous, conditional, bids are liable to be rejected.

12 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.

13 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.

13.1 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.

14 The Bidder has to indemnify IIFT against loss of input tax credit on account of Black-listing of firm during tenure of contract.

15 IIFT has the right to recover input tax credit loss suffered by it due to any mis-declaration of invoice by Bidder.

16 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.

- 17 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.
- 18 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.
- 19 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.
- 20 Competent Authority, IIFT reserves all right to reject or accept any or all quotations without assigning any reason.
- 21 All the pages of the tender document to be properly numbered.
- 22 The first page must be the index page.
- 23 All the photocopies/scanned pages must be in A4 size and legible/readable without specs.
- 24 The agency may inspect the CCTV Surveillance System on any working days from 11.00 AM to 04.00 PM before submitting the tender.

Note: If date fixed for opening of bids is subsequently declared as holiday by the IIFT, the revised date will be notified. In the absence of such notification, the date for opening shall be on next working day, time and venue remaining unaltered.

Section Officer (Gen. Admin.)
Email ID: soadmin2@iift.ac.in
Indian Institute of Foreign Trade
New Delhi

SECTION – 2

TENDER INFORMATION

1. Type of tender:
Single Stage Two envelope (Part-A: Techno-commercial bid and Part-B: Financial bid)
2. **Bid Validity Period / Validity of bid Offer:** 90 days from the tender opening date.
3. The bid is invited in single stage two envelope system.
 - 3.1 Techno-commercial bid, shall contains following documents:
 1. Technical Bid Letter, as per the format prescribed in Section – 7 of the Tender.
 2. Certificate(s) showing fulfillment of the eligibility criteria(s) stated in Clause 4 of the NIT.
Viz;
 - I. **Copy of Registration with competent authority [(Department for Promotion of Industry and Internal Trade (DPIIT)] for bidder from a country which shares a land border with India**
 - II. The bidder should have a valid OEM Authorization Certificate of Matrix.
 - III. Incorporation of company
 - IV. Work experience certificate
 - V. Duly signed all pages of tender document.
 - VI. Turnover Certificate for FY 19-20, FY 20-21, FY 21-22, FY 22-23, FY 23-24.
 - VII. Copy of PAN
 - VIII. Copy of Goods and Service Tax Registration Certificate or the bidder should produce certificate that bidder is exempted to register under Goods and Service Tax.
 - IX. Proof of payment of Bid security / EMD through NEFT/RTGS.
 - X. Technical and Financial Bids in the format prescribed, sealed separately.
 3. Documents (self-attested) stated in Clause – 4 of Section – 1. Viz;
 - a) Bid Security / EMD through NEFT/RTGS/DD in favour of “Indian Institute of Foreign Trade, New Delhi.
 - b) Valid NSIC / MSME certificate, if any.
 - c) Article or Memorandum of Association or partnership deed or proprietorship deed as the case may be.
 4. Undertaking & declaration duly filled & signed. (Section - 5A)
 5. Near-Relation declaration duly filled & signed. (Section - 5B)
 6. Declaration in respect of no addition / deletion / corrections in downloaded tender (Section 5C)
 7. Certificate regarding restrictions on procurement from a bidder of a country which shares a land border with India (Section – 5D)
 8. Local content Declaration & Self Certification towards preference to Make in India (Section 5E)

3.2 **Financial bid** shall contain Price Schedule. (Section-8 Part B)

Note 1: First techno-commercial bid will be opened and evaluated by TEC. The financial bid of only responsive bidders shall be opened.

Section Officer (Gen. Admin.)
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New Delhi

SECTION –3

SCOPE OF WORK

1. This contract shall cover preventive and break down maintenance of CCTV including NVRs, DVRs etc. as listed in Section – 8 (Part – B) and satisfactory working of equipment of surveillance system including software. The contract shall also include maintenance of software.
2. The maintenance contract is for comprehensive maintenance and shall include repairs/replacement of all spare parts sub- assemblies. The firm shall use good quality spare parts, preferably of same brand as that available in the original system.
3. The items under AMC shall be repaired or provided a stand-by of similar configuration against any specific complaint within 24 Hrs. from the time of reporting, failing which, the penalty shall be imposed as under: -
 - (a) If complaint is resolved (either providing stand-by or setting original equipment right) within 24 Hrs., no penalty shall be levied.
 - (b) If stand-by is provided after the 24 Hrs, penalty of 10% of the per unit AMC charge, per day per item shall be levied after 3 days till the original hardware unit is set right
 - (c) If stand-by not provided even after the 24 hrs., penalty of 20% of the per unit AMC charge, per day per item shall be levied till the original equipment is set right.
 - (d) If original equipment becomes beyond repair, it shall in any case be replaced within a week, failing which a penalty of 50% of the book value of the equipment shall be levied.
 - (e) If original equipment is lost in the custody of firm, it shall be considered as serious concern of carelessness and the loss will be compensated by levying penalty as competent authority may think fit.
4. It shall be the responsibility of the firm to ensure error free performance of CCTV including NVRs, DVRs etc. as listed in Section – 8 (Part – B) during AMC period.
5. The firm may be asked to provide information on backup and recovery process of CCTV from time to time.
6. The AMC will be comprehensive & includes preventive maintenance / monthly regular services of the CCTV Surveillance System and / or replacement of any items / cabling / spare parts of good / standard quality for keeping the CCTV Surveillance System active and free from any defects / disturbance.
7. The AMC charges shall include unlimited service calls.

8. All the System must be serviced onsite at IIFT premises. Necessary total requirements for service / maintenance will be brought by the Service Engineer while attending the complaints of CCTV. However, all necessary assistance for providing electricity points needed in connection with testing (at the location of equipment), repairing etc. shall be provided by this Office. In case the equipment is required to be taken to Workshop, all the arrangements shall be made by the Firm. Necessary Gate Pass for taking equipment outside the Office building shall be provided by the Office.
9. Service Call Report shall be submitted by the Firm indicating the status of attending of various complaints along with date and time of repairing.
10. Preventive maintenance with special cleaning of the CCTV from outside with liquid cleaners will be carried out on quarterly basis.
11. The CCTVs under warranty will be maintained as per the warranty clause and period.
12. The Firm may ensure that the data should not be misused / transferred.
13. The AMC rates mentioned in this contract will be valid for a period of one year from the date of awarding the contract. Any plea raised by successful bidder about his dissatisfaction with regards orderliness of the CCTV Surveillance System will not be entertained.
14. In case of increase / decrease in number of CCTV Surveillance System, the rate must be varied proportionately.

Name & Address of Bidder/ISP: _____

Signature & Seal of Bidder/ISP: _____

SECTION – 4

GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT (GCC)

1.0 APPLICATION:

The general condition shall apply in contracts made by the purchaser for the procurement of **Providing Comprehensive Annual Maintenance Contract (AMC) o CCTV Surveillance System at IIFT, New Delhi.**

2.0 PERFORMANCE 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 Tender 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.

3.0 PAYMENTS :

Payment shall be released at the end of every three month of services 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).

4.0 DEDUCTIONS:

In case the vendor fails to execute / perform the assigned works or part thereof, IIFT shall be authorized to make suitable deductions as deemed fit by IIFT from the bills of the vendor and damages will be charged to the extent of loss.

5.0 PRICES:

Prices charged by the bidder for services performed under this contract shall not be higher than the prices quoted by the bidder in its Bid.

6.0 NEAR-RELATIONSHIP CERTIFICATE:

- 7.1 The bidder should give a declaration 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.
- 7.2 The Company or firm or the person will also be debarred for further participation in the tenders in the concerned unit.
- 7.3 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).
- 7.4 The format of the certificate is given in Section 5(B).

7.0 CLARIFICATION OF TENDER DOCUMENT:

- (a) A prospective bidder, requiring any clarification on the Tender Document shall notify the Purchaser by writing an E-mail to the Purchaser as indicated in the invitation of Bid. The Purchaser shall respond in writing to any request for the clarification of the Tender Document, 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 Tender document.
- (b) Any clarification issued by IIFT in response to query of prospective bidders shall form an integral part of tender document and shall amount to an amendment of the relevant clauses of the tender document.

8.0 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 8(b)** below.

- (b) Should the vendor fail to start services on specified date, IIFT shall be entitled to recover liquidated damages of **5%** per month (maximum upto 10%) of the contract value (to be computed on per day basis) for the delayed period.

9.0 ACTION BY PURCHASER AGAINST BIDDER(S) / VENDOR(S) IN CASE OF DEFAULT:

In case of default by Bidder(s)/ Vendor(s) such as:-

- (a) Failure to deliver and / or commission any or all of the services within the time period(s) specified in the contract, or any extension thereof granted by the purchaser.
- (b) Failure to perform any other obligation(s) under the Contract; and
- (c) If the vendor persistently neglect to carry out his obligation under the contract and / or commits default in complying with any of the terms and conditions of the tender document and does not remedy it or take effective steps to remedy it within the time specified after a notice in writing is given to him in that behalf by purchaser.
- (d) In case vendor fails to fulfill the desired parameters / requirement prescribed under the Scope of Work at SECTION-3 of this tender document.
- (e) When the vendor has made himself liable for any of the cases aforesaid, the IIFT shall have the powers to terminate the contract (by giving 15 days notice period) as aforesaid and forfeit the performance guarantee.

10.0 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.

11.0 TERMINATION FOR INSOLVENCY:

IIFT may at any time terminate the contract by giving written notice to the vendor without compensation to the vendor, if the vendor becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of IIFT.

12.0 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 Vice Chancellor 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.

13.0 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.

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.

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 vendor/contractor from a country which shares a land border with India unless such vendor/contractor is registered with the Competent Authority.

14.0 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 section 6 (E) 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 Section 5 (E) in their technical bid.**

15.0 COURT JURISDICTION:

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

Section Officer (Gen. Admin.)
Email ID : soadmin2@iift.ac.in
Indian Institute of Foreign Trade
New Delhi

SECTION – 5

UNDERTAKING & DECLARATION

5(A) FOR UNDERSTANDING THE TERMS & CONDITION OF TENDER & SPEC. OF WORK

(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 Ministries/Departments.

(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 vendor from participation in its future tenders.

Date:

Place:

**Signature of bidder
Name of bidder**

.....

Along with date & Seal

5(B) NEAR RELATIONSHIP CERTIFICATE

(Format of the Certificate)

"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:

Signature of bidder

Place:

Name of bidder
Along with date & Seal

5 (C) 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 the 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:

Signature of bidder

Place:

Name of bidder

Along with date & Seal

5 (D) 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 vendors/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 vendor/contractor from such countries unless such vendor/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

5 (E) 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) Dated16.9.2020.

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 _____ 10/2024

Authorized signatory

(Name of the Firm entity)

SECTION – 6

PROFORMAS

6 (A): 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 PO no. Dated/...../2024 awarding the work of "**Comprehensive Annual Maintenance Contract (AMC) of CCTV Surveillance System at IIFT, New Delhi**" to M/s....., R/o..... (hereafter referred to as "Bidder") and IIFT has asked him to submit a Performance Guarantee in favour of Vice Chancellor, 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 Branchhaving..... (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 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 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 :

(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:

6 (B) For Letter of Authorization for Attending Bid Opening

(To be typed preferably on letter head of the company)

Subject. : AUTHORIZATION FOR ATTENDING BID OPENING

I / We Mr. / Ms. have submitted our bid for the tender ref. no. GA-12011/1/2024-GA-I, dated: 20/09/2024 in respect of **Comprehensive Annual Maintenance Contract (AMC) of CCTV Surveillance System at IIFT, New Delhi** which is due to open on 04/10/2024, at Indian Institute of Foreign Trade (IIFT), B-21, IIFT Bhawan, Qutub Institutional Area New Delhi – 110016.

We hereby authorize Mr. / Ms. & Mr./Ms..... (Alternative) whose signatures are attested below, to attend the bid opening for the tender mentioned above on our behalf.

.....
Signature of the Representative

.....
Name of the Representative

Signature of Bidder/Officer
authorized to sign
on behalf of the Bidder

.....
Signature of the alternative Representative

.....
Name of the alternative Representative

Above Signatures Attested

Note 1: Maximum of two representatives will be permitted to attend the Bid opening.

Note 2: Permission to attend the bid opening may be refused in case authorization as prescribed above is not received.

SECTION – 7 (PART – A)

TECHNICAL BID LETTER

To,

**Section Officer (Gen. Admin.)
General Administration
Indian Institute of Foreign Trade (IIFT)
IIFT Bhawan
B-21, Qutab Institutional Area
New Delhi 110016**

Sub.: Notice Inviting Tender for Comprehensive Annual Maintenance Contract (AMC) of CCTV Surveillance System at IIFT, New Delhi.

Ref. : Tender No.: GA-12011/1/2024-GA-I, Dated:- 20/09/2024

With reference to the above mentioned Tender, we have read the terms and conditions in the Tender Document and accept the same and furnish the following document:

1. Scope of Work, as prescribed in Section – 3 of the Tender.
2. Certificate(s) showing fulfillment of the eligibility criteria(s) stated in Clause 4 of the NIT. Viz;
 - i. **Copy of Registration with competent authority [(Department for Promotion of Industry and Internal Trade (DPIIT)] for bidder from a country which shares a land border with India**
 - ii. Copy of valid Certificate of Class-A / UASL Internet Service Providers, registered in India.
 - iii. Incorporation of company
 - iv. Work experience certificate
 - v. Duly signed all pages of tender document.
 - vi. Turnover Certificate for FY 18-19, FY 19-20, FY 20-21, FY 21-22, FY 22-23.
 - vii. Copy of PAN
 - viii. Copy of Goods and Service Tax Registration Certificate or the bidder should produce certificate that bidder is exempted to register under Goods and Service Tax.
 - ix. Proof of payment of Bid Security / EMD through NEFT/RTGS.
 - x. Technical and Financial Bids in the format prescribed, sealed separately.
3. Documents (self-attested) stated in Clause – 4 of Section – 1. Viz;
 - a) Bid Security / EMD through NEFT/RTGS/DD in favour of “Indian Institute of Foreign Trade, New Delhi.
 - b) Valid NSIC / MSME certificate, if any.
 - c) Article or Memorandum of Association or partnership deed or proprietorship deed as the case may be.
4. Undertaking & declaration duly filled & signed. (Section -5A)
5. Near-Relation declaration duly filled & signed. (Section - 5B)

6. Declaration in respect of no addition / deletion / corrections in downloaded tender (Section 5C)
7. Certificate regarding restrictions on procurement from a bidder of a country which shares a land border with India (Section – 5D)
8. Local content Declaration & Self Certification towards preference to Make in India (Section 5E)

Yours truthfully,

Signature _____

Date:

Name _____

Address _____

Telephone _____

Seal of the firm _____

SECTION – 8 (PART – A)

FINANCIAL BID LETTER

From,

.....
.....

Bidder's Ref: No:, Dated

To,

**Section Officer (Gen. Admin.)
General Administration
Indian Institute of Foreign Trade (IIFT)
IIFT Bhawan
B-21, Qutab Institutional Area
New Delhi 110016**

Ref.: Your Tender Enquiry No.: GA-12011/1/2024-GA-I, Dated: 20/09/2024

1. Having examined the above mentioned tender enquiry document including amendment / clarification / addenda Nos. Dated the receipt of which is hereby duly acknowledged, I/we, the undersigned have submitted Bids and offer to supply and deliver in conformity with the said drawings, conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of the financial Bid.
2. Bid submitted by me/us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.
3. I/We agree to abide by this Bid for a period of **90 days** from the date fixed for Bid opening or for subsequently extended period, if any, agreed to by me/us. This bid shall remain binding upon me/us up to the aforesaid period.
4. I/We have read the [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 regarding restrictions on procurement from a bidder of a country which shares a land border with India.

I/We understand that the submission of incorrect data and / or if certificate / declaration given by M/s. _____
(name of bidder entity) are found to be false, this would be a ground for immediate termination and further legal action in accordance with law.

5. I/We understand that *False declarations will be in breach of the Code of Integrity under rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per rule 151(iii) of the General Financial Rules along with such other actions as may be permissible under law.*
6. I/We understand that IIFT is not bound to accept the lowest or any bid that IIFT may receive.

7. If my/our Bid is accepted, I/we will provide you with a performance guarantee from a Scheduled Commercial Bank for a sum @ 5% of the contract value for the due performance of the contract.
8. If my/our Bid is accepted, I/we undertake to complete delivery of all the items and perform all the services specified in the contract.
9. If my/our bid is accepted, I/We indemnify against loss of input tax credit to IIFT on account of Blacklisting during tenure of contract.
10. If my/our bid is accepted, IIFT has the right to recover input tax credit loss suffered by it due to any mis-declaration on invoice by me/us.
11. Until a formal Purchase Order of Contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Yours truthfully,

Signature_____

Date:

Name_____

Address_____

Telephone_____

Seal of the firm_____

SECTION – 8 (PART – B)

PRICE SCHEDULE

Sub.: Notice Inviting Tender for Comprehensive Annual Maintenance Contract (AMC)
of CCTV Surveillance System at IIFT, New Delhi.

Ref.: Tender No.: GA-12011/1/2024-GA-I, Dated:- 20/09/2024

Table – A:

Sl. No.	Description of CCTV Surveillance System				Rate (Excl. GST)	GST in %
	Make	Model	Qty	Installed in the Month of		
1.	2 MP IP Dome Camera	SATATYA CIDR20FL36CW S	16	August – 2018		
2.	Matrix 2MP Bullet Camera	SATATYA CIBR30FL36CW S	1	November – 2019		
3.	Matrix 2MP Dome Camera	SATATYA CIDR20VL12CW S	2	November – 2019		
4.	8 Port PoE Smart Managed Switches	D-LINK DGS-1210-10P	4	August – 2018		
5.	16 Channel Network Video Recorder with 4 TB Hard Disk	SATATYA NVR16S with 4TB	1	August – 2018		
6.	8 Channel 4K NVR with one SATA Port (Matrix)	Matrix SATATYA NVR0801X	2	November – 2019		
7.	WD 2 TB NL SAS Hard Disk (WD)	WD 2 TB HARD DISK	2	November – 2019		
8.	Matrix 2MP Dome Camera (Matrix)	MATRIX SATATYA CIDR20FL36CW S CIDR20VL12CW S	12	August – 2020		
9.	8 Channel 4K NVR with one SATA Port (Matrix)	Matrix SATATYA NVR0801X	1	August – 2020		

10.	WD 2 TB NL SAS Hard Disk (WD)	WD 2 TB HARD DISK	1	August – 2020		
11.	16 Channel NVR	MATRIX SATATYA NVR1601X	1	August – 2020		
12.	Toshiba 4TB HDD	TOSHIBA & TOSHIBA 4 GB	1	August – 2020		
13.	8 Port POE Switch	GS1920-8HPv2	1	August – 2020		
14.	Matrix 2MP Dome Camera	MATRIX SATATYA CIDR20FL28CW S	15	December – 2020		
15.	16 Channel NVR with 2 Sata ports	MATRIX SATATYA NVR1602X	1	December – 2020		
16.	Toshiba 4TB HDD	TOSHIBA & TOSHIBA 4 GB	2	December – 2020		
17.	Zyxel 8 Port POE switch	GS1920-8HPv2	1	December – 2020		
18.	Matrix 2 Mega Pixel IP Dome Camera	MATRIX SATATYA CIDR20FL28CW S	8	January – 2021		
19.	Matrix 8 Channel NVR with 01 SATA port	MATRIX SATATYA NVR0801X	1	January – 2021		
20.	4 TB Hard Disk Drive	TOSHIBA & TOSHIBA 4 GB	1	January – 2021		
21.	Zyxel 8 Port POE Switch	GS1920-8HPv2	1	January – 2021		
22.	WD 2000 GB NL SAS Hard disk drive	WD 2 TB HARD DISK	1	September – 2021		
23.	Matrix 32 Channel NVR	MATRIX SATATYA NVR3202X	1	November – 2021		
24.	Matrix 32 Channel NVR	MATRIX SATATYANVR3204X	1	January – 2022		
25.	2MP Dome Camera	MATRIX SATATYA CIDR20FL60CW S	9	January – 2022		

26.	Matrix 2MP BULLET CAMERA	SATATYA CIBR20MVL12W CP	3	January – 2022		
27.	WD 4TB Internal Hard Disk Drive	WD WD40EZR	1	January – 2022		
28.	FES 8 Ports Un Managed Non PoE Layer 2 Access Switch	FES-SW-1008	2	January – 2022		
29.	8 Port Non PoE Switch	Model: FES-SW-1008	1	April – 2022		
30.	Matrix 2MP Dome Camera	MATRIX SATATYA CIDR20FL60CW S	3	April – 2022		
31.	Matrix 2MP DOME CAMERA	MIDR20FL36CW S P2	1	December – 2022		
32.	Matrix 2MP DOME CAMERA	CIDR20FL36CW S	3	June – 2023		
33.	Toshiba 2 TB HDD	Toshiba & Toshiba 2TB	1	June – 2023		
34.	8Port PoE Switch	EW-8PUMPOE	1	June – 2023		
35.	Matrix 2MP DOME CAMERA	CIDR20FL36CW S	1	August – 2023		
36.	Matrix 2MP DOME CAMERA	MATRIX SATATYA CIDR20FL36CW S	2	September – 2023		
37.	Matrix 5MP BULLET CAMERA	CIBR50MVL12C WP	2	September – 2023		
38.	Matrix 32 Channels NVR	MATRIX SATATYA NVR3202X	1	September – 2023		
39.	ewit 8 Ports Un Managed PoE Layer 2 Access Switch	EW-8PUMPOE	1	September – 2023		
40.	Matrix 2MP DOME CAMERA	MATRIX SATATYA CIDR20FL36CW S	1	September – 2023		

- The quoted rates shall be inclusive of all expenses to be incurred by the vendor for providing the services as specified in Scope of Work under Section-3 of the tender document.

Date:

Signature_____

Name_____

Address_____

Telephone_____

Seal of the firm_____