



भारतीय विदेश व्यापार संस्थान
INDIAN INSTITUTE OF FOREIGN TRADE

Photocopy, Spiral Binding and Lamination Work

निविदा दस्तावेज़
TENDER DOCUMENT

अनुबंध की शर्त
CONDITION OF CONTRACT

निविदा संदर्भ संख्या / TENDER REF. NO.:

IIFT(D)/E&M/1(4)/2024-25

दिनांक / DATED : 04 /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. : Photocopy, Spiral Binding and Lamination Work

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Assistant Registrar (E&M)
Email ID : arem@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.: IIFT(D)/E&M/1(4)/2024-25

दिनांक / Date : 04/09/2024

- 1.0** Sealed Rate Contract tenders in Single Stage Two Envelope method (Part-A: Techno-commercial 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. | Photocopy, Spiral Binding and Lamination Work | Rs. 5,15,000/- | Rs. 10,300/- |

- 2.0 Time Period** : 12 months reckoned from issue of Letter of Award.

- 3.0 Purchase of Tender Document** : The tender document shall be available for downloading from the website www.iift.edu & www.eprocure.gov.in/epublish/app from 04.09.2024 - 24.09.2024 upto 15:00 hrs.

- 4.0 Eligibility Criteria:-**

- The bidder should have a valid PAN.
- The bidder should have Goods and Service Tax Registration Certificate. Copy of Registration Certificate is to be submitted as part of bid and bidder has to give a self-declaration that bidder is not black listed by GST authorities.

- 5.0 Bid Security / EMD : Rs. 10,300/-**

- 5.1** The bidder shall furnish the bid security / EMD through a DD in favour of “Indian Institute of Foreign Trade, Delhi” or through NEFT/RTGS in favour of “Indian Institute of Foreign Trade, Delhi” as per details given below.

Details for NEFT/RTGS are as under :

Beneficiary Name: Indian Institute of Foreign Trade

Bank Name & Address : Indian Bank, 7, S. J. S. Marg, Mehrauli Institutional Area, New Delhi-110016

IFSC code – IDIB000M089

MICR code - 110019018

A/c No. – 767635122

- 5.2** 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.

- 6.0 Submission of Tender:** The tender should be submitted as detailed below:-

Envelope -1 : Techno-Commercial Bid comprising of EMD and tender document with all relevant papers duly signed. The envelope should be super scribed as “Techno-Commercial Bid for Photocopy, Spiral Binding and Lamination Work”.

Envelope -2: Financial Bid comprising of Price Bid. The envelope should be super scribed as “Financial Bid for Photocopy, Spiral Binding and Lamination Work”.

Envelope 1 & Envelope 2 shall be put together in a big envelope super scribed as Photocopy, Spiral Binding and Lamination Work should be addressed to the Asst. Registrar (E&M), Indian Institute of Foreign Trade (IIFT) and may be dropped in a box kept with the Security Guard at the main gate at the institute. No Tender shall be accepted after prescribed due date and time.

7.0 Last Date & Time of Submission of bids : 24/09/2024 at 15:00 hrs.

8.0 Date & Time of Opening of Bids

8.1 Technical Bid: 24/09/2024 at 15:30 hrs.

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

9.0 Bids received after due date & time will not be accepted.

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

11.0 The Institute reserves the right to accept or reject any or all bids without assigning any reason. The Institute is not bound to accept the lowest tender.

12.0 Submission of Declaration :

12.1 The bidder shall furnish a declaration in Section 5 (C) 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.

12.2 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.

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

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

Note 1: 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.

Note 2: All documents submitted in the bid offer should be preferably in English. In case the certificate viz. experience, registration etc. is issued in language other than English, the bidder shall attach an English translation of the same duly attested by the bidder & the translation to be true copy in addition to the relevant certificate.

Note 3 : All computer generated documents should be duly signed / attested by the bidder / vendor organization.

Assistant Registrar (E&M)
Email ID: arem@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: 60** 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:
 - i) Certificate(s) showing fulfillment of the eligibility criteria(s)
 - a) Copy of PAN
 - b) 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.
 - c) Proof of payment of Bid security / EMD through DD / NEFT / RTGS
 - ii) Documents (self-attested);
 - a) Valid NSIC / MSME certificate, if any.
 - iii) Undertaking & declaration duly filled & signed. (Section - 5A)
 - iv) Near-Relation Certificate duly filled & signed. (Section - 5B)
 - v) Declaration in respect of no addition / deletion / corrections in downloaded tender (Section – 5C)
 - 3.2 **Financial bid** shall contain Price Schedule. (Section-7 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.

Assistant Registrar (E&M)
Email ID: arem@iift.ac.in
Indian Institute of Foreign Trade
New Delhi

SECTION -3

SCOPE OF WORK

About the Institute

The Indian Institute of Foreign Trade (IIFT), a deemed to be University, is a national institute involved in Post-Graduate Teaching of Management Studies, Economics and research in both disciplines and five years integrated MBA (IB) Programme. Established in 1963, as an autonomous body under the Ministry of Commerce & Industry, Government of India, it has significantly contributed towards the external trade sector of India through policy research and skill-building over the past six decades. It also emerged as a leading Business School in the country, consistently ranked among the top 10 in the list. The rich contributions in knowledge domain helped the Institute to earn the status of “Deemed to be University” in the year 2002. Over the years, IIFT has emerged as a national university with focus on Economics and International Business, which is reflected in all the major activities of the Institute, namely: Research, Teaching and Training. The National Assessment and Accreditation Council (NAAC) has recognized IIFT as Grade ‘A++’ Institution in its evaluation during 2005, 2015 as well as in 2023.

SCOPE:

1. Black & White photocopy – A4 & A3 size (single / both side)
2. Spiral Binding
3. Lamination of I-Card

SECTION – 4

TERMS AND CONDITIONS

1.0 DEFINITIONS:

- (a) **"The Purchaser"** means the Indian Institute of Foreign Trade (IIFT), New Delhi.
- (b) **"The Bidder"** means the individual or firm or company who participates in this tender and submits its bid.
- (c) **"The Supplier" or "The Vendor" or The Contractor** means the individual or firm supplying the goods / services under the contract.
- (d) **"The Goods / Services"** means all the equipment, machinery, and / or other materials / services which the Supplier is required to supply to the Purchaser under the contract.
- (e) **"The Advance Purchase Order" or "Letter of Intent"** means the intention of Purchaser to place the Purchase Order on the bidder.
- (f) **"The Purchase Order"/ "Work Award Letter"** means the order placed by the Purchaser on the Supplier/Contractor signed by the Purchaser including all attachments and appendices thereto and all documents incorporated by reference therein. The purchase order shall be deemed as **"Contract"** appearing in the document.
- (g) **"The Contract Price"** means the price payable to the Supplier under the purchase order for the full and proper performance of its contractual obligations.
- (h) **"Successful Bidder(s)"** means the bidder(s) to whom work in this tender is awarded.

2.0 BID SECURITY / EMD:

2.1 The bidder shall furnish, as part of its bid, an EMD/ bid security as mentioned in Section-1 (NIT).

2.2 The NSIC/MSME bidders are exempted from payment of bid security subject to:

- (a) A proof regarding valid registration with NSIC/MSME for the tendered items have to be attached along with the bid.
- (b) The enlistment certificate issued by NSIC/MSME should be valid on the date of opening of tender.

2.3 The bid security is required to protect the purchaser against the risk of bidder's conduct, which would warrant the forfeiture of bid security.

2.4 A bid not secured with bid security / EMD shall be rejected by the purchaser being non-responsive at the bid opening stage and archived unopened.

2.5 The bid security of the unsuccessful bidder will be discharged / returned as promptly as possible.

2.6 The successful bidder's bid security will be discharged upon the bidder's acceptance of the advance purchase order satisfactorily.

2.7 The bid security may be forfeited:

- (a) If the bidder withdraws or amends its bid or impairs or derogates from the bid in any respect during the period of bid validity specified by the bidder in the bid form or extended subsequently;
OR

- (b) If the bidder does not accept the APO.

3.0 Lowest Tendered Amount of two or more contractor is same

In case the lowest tendered amount of two or more contractors is same, such lowest contractors will be asked to submit sealed revised offer in the form of letter mentioning percentage above/ below on estimated cost of tender including all sub sections/sub heads as the case may be, but the revised percentage quoted above/below on tendered cost or on each sub section/ sub head should not be higher than the percentage quoted at the time of submission of tender. The lowest tender shall be decided on the basis of revised offers. In case any of such contractor refuses to submit revised offer,

then it shall be treated as withdrawal of his tender before acceptance and earnest money shall be forfeited. If the revised tendered amount of two more contractors received in revised offer is again found to be equal, the lowest tender, among such contractors, shall be decided by draw of lots in the presence of IIFT officers & the lowest contractors those have quoted equal amount of their tenders.

4.0 PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

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. The IIFT reserves the right to award the work to a single party or to split the work amongst two or more parties as deemed necessary without assigning any reason thereof. The contractor is bound to accept the portion of work as offered by IIFT after split up at the quoted/negotiated rates. No claim of the contractor whatsoever shall be entertained by IIFT on this account

5.0 NEAR-RELATIONSHIP CERTIFICATE:

5.1 The bidder should give a certificate that none of his/ her near relative, as defined below, is working in the units where he is going to apply for the tender. In case of proprietorship firm certificate will be given by the proprietor. For partnership firm certificate will be given by all the partners and in case of limited company by all the Directors of the company excluding Government of India/ Financial institution nominees and independent non-Official part time Directors appointed by Govt. of India or the Governor of the state and full time Directors of PSUs both state and central. Due to any breach of these conditions by the company or firm or any other person the tender will be cancelled and Bid Security will be forfeited at any stage whenever it is noticed and IIFT will not pay any damage to the company or firm or the concerned person.

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

5.3 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).

5.4 The format of the certificate is given in Section 6 (B).

6.0 VERIFICATION OF DOCUMENTS AND CERTIFICATES:

6.1 The bidder will ensure that all the documents and certificates submitted by him are correct and genuine before enclosing them in the bid. The onus of proving genuineness of the submitted documents would rest with the bidder.

6.2 If any document / paper / certificate submitted by the participant bidder is found / discovered to be false / fabricated / tempered / manipulated either during bid evaluation or during award of contract or thereafter, then the purchaser will take action as deemed fit.

7.0 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 / DD from any Scheduled Commercial Bank to the IIFT for a sum @ 3 % of the contract value within 10 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 / DD issued by a scheduled Commercial Bank, valid for 14 months, in the Performa provided in Bid Document.
- (d) The performance guarantee Bond will be discharged by the purchaser after completion of the bidder's performance obligations including any warranty obligations under the contract.

8.0 The machine must be installed with-in seven working days of signing of an agreement. **The photocopy machine to be installed should not be more than two years old, and agency will provide a photocopy of purchase bill to verify the model/ year.** The numbers of Machines can be increased/ decreased depending upon the requirement of the office.

9.0 The bidder shall install / provide stand by machine to ensure that the photocopy work in the office goes on smoothly without any hindrance Should the contractor fail to provide uninterrupted services, IIFT shall be entitled to recover liquidated damages to the extent of the difference in charges incurred by IIFT in making alternative arrangements along with penalty of **Rs. 500/-** per day for the delayed period.

10.0 It will be the responsibility of the firm to ensure that no outsider gets access to any official document of the office. Similarly, the firm will provide details of persons employed and photo I-cards may be issued to work inside the IIFT premises.

11.0 IIFT will provide only electricity connection and sufficient space in the Institute. The electricity bill will be borne by the firm.

12.0 The contractor will have to pay a License Fee of Rs. 3000 /- per month + GST. In addition, contractor has to pay electricity charges as per actual consumption.

13.0 PAYMENTS:

13.1 Payments will be made through RTGS (Real Time Gross Settlement) or NEFT (National Electronic Fund Transfer) as the case may be.

13.2 Mandate willing to receive e-payments signed by authorised signatory of vendor shall be submitted by the vendor containing following information at the time of signing of Agreement / Contract.

- (a) Account beneficiary's name.
- (b) Account type.
- (c) Account number.
- (d) Name of the bank.
- (e) Bank Branch's NEFT code.
- (f) IFSC code in case of Transfer through RTGS.

All the above particulars which form the essential element of this mandate may be duly verified by Banker of the vendor.

13.3 Monthly running bill will be submitted by the contractor along with Goods and Service Tax challans of the previous month exclusively deposited in the bank in respect of IIFT.

14.0 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.

15.0 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 six months or till an alternative arrangement is made whichever is earlier. Extension beyond six months on the same rates, terms and conditions will be mutually agreed upon.

16.0 TERMINATION FOR INSOLVENCY:

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

17.0 ARBITRATION:

(c) 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.

(d) 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.

18.0 SET OFF:

Any sum of money due and payable to the bidder (including performance guarantee refundable to him) under this contract may be appropriated by the purchaser and set off the same against any claim of the purchaser for payment of a sum of money arising out of this contract or under any other contract made by the bidder with the purchaser.

19.0 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 Delhi only.

SECTION – 5

UNDERTAKING & DECLARATION

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

Certified that:

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

The bidder hereby covenants and declares that:

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

Date:

Place :

Signature of bidder

Name of bidder

.....

Along with date & Seal

5 (B) – NEAR RELATIONSHIP CERTIFICATE

(Format of the Certificate)

"I..... S/o
R/o.....

... hereby certifies that none of my relative(s) as defined in the tender document is / are employed in IIFT unit as per details given in tender document. In case at any stage, it is found that the information given by me is false / incorrect, IIFT shall have the absolute right to take any action as deemed fit / without any prior intimation to me."

Date:

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 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

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 an APO no. Dated/...../2024 awarding the work of Photocopy, Spiral Binding and Lamination Work Photocopy, Spiral Binding and Lamination Work 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/...../2024 (hereafter referred to as "Validity Date").

Now at the request of the Bidder, We Bank Branch having (Address) and Regd. office address as (hereinafter called 'the Bank") agreed to give this guarantee as hereinafter contained:

1. We, "the Bank" do hereby undertake and assure to the IIFT that if in the opinion of the IIFT, the Bidder has in any way failed to observe or perform the terms and conditions of the said agreement or has committed any breach of its obligations there-under, the Bank shall on demand and without any objection or demur pay to the IIFT the said sum limited to Performance Guarantee amount or such lesser amount as IIFT may demand without requiring IIFT to have recourse to any legal remedy that may be available to it to compel the Bank to pay the same.
2. Any such demand from the IIFT shall be conclusive as regards the liability of Bidder to pay to IIFT or as regards the amount payable by the Bank under this guarantee. The Bank shall not be entitled to withhold payment on the ground that the Bidder had disputed its liability to pay or has disputed the quantum of the amount or that any arbitration proceeding or legal proceeding is pending between Bidder and IIFT regarding the claim.
3. We, the Bank further agree that the guarantee shall come into force from the date of its issue and shall remain in full force and effect up to its Validity date.
4. The Bank further agrees that the IIFT shall have the fullest liberty without the consent of the Bank and without affecting in any way the obligations hereunder to vary any of the terms and conditions of the said agreement or to extend the time for performance of the said agreement from any of the powers exercisable by IIFT against the Bidder and to forbear to enforce any of the terms and conditions relating to the said agreement and the Bank shall not be relieved from its liability by reason of such failure or extension being granted to Bidder or through any forbearance, act or omission on the part of IIFT or any indulgence by IIFT to Bidder or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of relieving or discharging the guarantor.

5. Notwithstanding anything herein contained;
 - (a) The liability of the Bank under this guarantee is restricted to the Performance guarantee amount and it will remain in force up to its Validity date.
 - (b) The guarantee shall stand completely discharged and all rights of the IIFT under this Guarantee shall be extinguished if no claim or demand is made on us in writing on or before its validity date.
6. In case IIFT demands for any money under this bank guarantee, the same shall be paid through banker's Cheque in favour of **"Indian Institute of Foreign Trade"** and payable at **"Delhi"**.
7. The Bank guarantees that the below mentioned officer who have signed it on behalf of the Bank have authority to give this guarantee under its delegated power.

Place :

Date :

(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) 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 Canteen services at IIFT Delhi Centre" **vide no.** **Dated** for a period of twelve months **w.e.f.** **to**

And whereas the said contractor have prior to the execution of these presents offered a **Bank Guarantee No.** **dated** as Performance Guarantee vide which the said has undertaken to pay to the **INDIAN INSTITUTE OF FOREIGN TRADE** an amount not exceeding **Rs.**/- (**Rupees** **only**) against any loss or damage caused to or suffered by the **INDIAN INSTITUTE OF FOREIGN TRADE** by reason of any breach of contract by the said contractor of any terms and conditions contained in this agreement.

Now these presents witness that in pursuance of the said contract it is hereby agreed and declared by and between the said parties to these presents in the manner following.

That if the said contractor shall execute / perform the works contracted to be performed by them and observe, perform and fulfill the contract entered in, to the satisfaction of the said **INDIAN INSTITUTE OF FOREIGN TRADE** and also if the said contractor or their representative shall pay or cause to be paid to the said **INDIAN INSTITUTE OF FOREIGN TRADE** for the time being all losses, damages, costs and expenses which he or they have sustained / incurred or be put in consequence of the default or failure by the said contractor for the due performance of the contract or in the execution and completion of the said work or any part thereof, then the above mentioned bank guarantee shall be returned to the said contractor.

Provided that, it is hereby further declared with true intent and meaning of the parties hereto that if default shall be made by the said contractor in the performance of the said contract to the satisfaction of the **INDIAN INSTITUTE OF FOREIGN TRADE** or in making good any losses damages or expenses hereinbefore mentioned or any part thereof, then it shall be lawful for the **INDIAN INSTITUTE OF FOREIGN TRADE** to claim **Rs.**/- (**Rupees** **only**) towards the liquidation of the liability of the said contractor in respect of such default as aforesaid.

And it is hereby declared and agreed that the retention of the cash deposit shall be as and by way to liquidate damages without reference to the relative importance of the particular breach which shall have given occasion for such retention or whether the said **INDIAN INSTITUTE OF FOREIGN TRADE** may have sustained any ascertainable pecuniary damage thereby or not.

And it is further declared and agreed to between the said parties to these presents that until the completion of the said scheduled works contracted to be executed and performed by the said contractor to the satisfaction (to be certified as aforesaid) of the **INDIAN INSTITUTE OF FOREIGN TRADE** for the time being & until the final adjustment of the accounts between the said contractor & the **INDIAN INSTITUTE OF FOREIGN TRADE** and payment of the final balance (if any) in connection with said contract, the bank guarantee shall remain in the hands and custody of the **INDIAN INSTITUTE OF FOREIGN TRADE** for the time being or in any **Treasury** in which they may be lodged by the **INDIAN INSTITUTE OF FOREIGN TRADE**. In witness where of the said contractor and the said **INDIAN INSTITUTE OF FOREIGN TRADE** acting in the premises as aforesaid have set their respective hands and seals the day and year first above written. **The terms & condition of NIT No. IIFT(D)/E&M/1(4)/2024-25 Dated : 04/09/2024 forms the integral part of this agreement.**

SECTION – 7 (PART – A)

TECHNICAL BID LETTER

To,

**Assistant Registrar (E&M)
Indian Institute of Foreign Trade (IIFT)
IIFT Bhawan
B-21, Qutub Institutional Area
New Delhi 110016**

Sub. : Photocopy, Spiral Binding and Lamination Work.

Ref.: Your Tender Enquiry No. IIFT(D)/E&M/1(4)/2024-25 , Dated : 04/09/2024

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

- a) Tender Documents
- b) Copy of PAN
- c) 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.
- d) Proof of payment of Bid security / EMD through DD / NEFT / RTGS
- e) Documents (self-attested);
 - i) Valid NSIC / MSME certificate, if any.
 - ii) Article or Memorandum of Association or partnership deed or proprietorship deed as the case may be.
- f) Undertaking & declaration duly filled & signed. (Section - 5A)
- g) Near-Relation Certificate duly filled & signed. (Section - 5B)
- h) Declaration in respect of no addition / deletion / corrections in downloaded tender (Section – 5C)

Yours truthfully,

Signature_____

Date:

Name_____

Address_____

Telephone_____

Seal of the firm_____

SECTION – 7 (PART – B)

FINANCIAL BID LETTER

From,

.....
.....

Bidder's Ref: No:, Dated

To,

**Assistant Registrar (E&M)
Indian Institute of Foreign Trade (IIFT)
IIFT Bhawan
B-21, Qutub Institutional Area
New Delhi 110016**

Sub. : Photocopy, Spiral Binding and Lamination Work

Ref.: Your Tender Enquiry No. IIFT(D)/E&M/1(4)/2024-25 , Dated : 04/09/2024

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 **60 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.
5. 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.
6. 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.*
7. I/We understand that IIFT is not bound to accept the lowest or any bid that IIFT may receive.
8. If my/our Bid is accepted, I/we will provide you with a performance guarantee from a Scheduled Commercial Bank for a sum @ 3 % of the contract value for the due performance of the contract.
9. 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.
10. 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.
11. 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.
12. 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.

Dated: day of 2024

Signature

Name

In the capacity of

Duly authorized to sign the bid for and on behalf of

SECTION – 7 (PART – B)

Name of Work : Photocopy, Spiral Binding and Lamination Work

PRICE SCHEDULE

| S. No. | Particulars | Quantity per month | Unit | Rates for each (Excluding GST) | Amount in Rs. |
|--------|---|--------------------|------|--------------------------------|---------------|
| 1. | Photocopy on A-4 Size paper single Side | 25,000 | each | | |
| 2. | Photocopy on A-4 Size paper both Side | 60,000 | each | | |
| 3. | Spiral Binding up to 50 pages | 100 | each | | |
| 4. | Spiral binding above 50 and up to 100 pages | 40 | each | | |
| 5. | Spiral binding above 100 pages | 100 | each | | |
| 6. | Lamination of I-card | 10 | each | | |
| 7. | Total (one month) | | | | |
| 8. | Total (Twelve months) | | | | |

Signature of the tenderer with stamp

Assistant Registrar (E&M)
Email ID : arem@iift.ac.in
Indian Institute of Foreign Trade
New Delhi