



**INDIAN INSTITUTE OF FOREIGN TRADE
KOLKATA CAMPUS**

Request for Quotation (RFQ)

Ref: IIFT-K/ADMIN(IT)/AMC-UPS/2025 Date: 31.10.2025

Sub: Request for quotation of AMC for 03 Nos of 40 KVA UPS installed at IT Department IIFT Kolkata

Dear Sir/Madam,

IIFT is an autonomous body under the Department of Commerce, Government of India and also a Deemed to be university.

IIFT – Kolkata campus invites valid and firm quote from competent/authorized agencies who can carry out effective Annual Maintenance Contract for the following UPSs installed in IT Department IIFT Kolkata for 01 year from the date of award of contract. Document can also be directly downloaded from IIFT's website (www.iift.ac.in and www.eprocure.gov.in/epublish/app) from 31.10.2025 to 20.11.2025 upto 3.00pm.

Description	Make/Model	Quantity
40KVA UPS	BPE(GTC3340I32)	03nos

DETAILS OF THE BID:

Commencement of issue of document	31.11.2025
Last date and time of receipt of bid	20.11.2025 at 3.00pm
Date and time of opening of Quotation	20.11.2025 at 3.30pm

Quote should be sealed and signed, super scribed with the Reference No:IIFT-K/ADMIN(IT)/AMC-UPS/2025 dtd. 31.10.2025

The prescribed documents consisting of sealed Quotation in an envelope, super scribing **"Request for Quotation for AMC of 03 Nos UPSs installed at IT Department IIFT Kolkata campus"** to be addressed to the Assistant Registrar, Indian Institute of Foreign Trade, Kolkata Campus, Madurdaha Chowbaga road, Kolkata 700107 to be put in Quotation/Tender box placed at the Main Gate (1no.)of IIFT-Kolkata campus.

Assistant Registrar
Indian Institute of Foreign Trade
Kolkata - 700107
Email ID: arkol@iift.ac.in
Tel No. : 033-35014500

Name of the Item / Work.	Estimated Cost	Bid Security / Earnest Money
AMC of 03 Nos UPSs installed at IT Department IIFT Kolkata campus	Rs. 132000/- GST as applicable.	Rs. 2640.00

Performance guarantee will be 5% of the tender value. Advance payment, if any shall only be released against Bank Guarantee of equivalent amount. The quotation must be submitted along with EMD of Rs. 2640/- in Demand Draft form in favor of Indian Institute of Foreign Trade, payable at Kolkata.

Earnest Money Deposit (EMD) should be given by way of Demand Draft /NEFT/RTGS/Bank Guarantee. NSIC-MSME vendors are exempted from paying EMD. The EMD of unsuccessful tenderers will be released after the award of the tender.

Bank Details:

Indian Institute of Foreign Trade

A/c No: 707790007

Type: Current.

Bank Name: INDIAN BANK

Branch: Salt Lake City

IFSC: IDIB000S147

The quotation must be submitted in 2 parts: 1. Technical Part and 2. Financial Part. Both the part in sealed covers to be put in another sealed cover and be sent to the undersigned.

**To,
The Assistant Registrar,
1583, Madurdaha, Word: 108, Borough- XII,
Chowbaga Road, Kolkata- 700107.**

For any clarification regarding the tender, mail to arkol@iift.ac.in

Last Date & Time of submission of Tender bids: 20.11.2025 at 3.00pm

Pre-bid meeting on 10.11.2025 at 3.30pm

Date & time of opening of tender bids:

Technical bid: 20.11.2025 at 3.30pm

Bid Validity: 90 Days

The tender shall be opened in the presence of intending tenders or their authorized representatives, who choose to attend, at a time & specified date.

Financial bid: The date will be intimated later on to the responsive bidders only.

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

*Incomplete, ambiguous, conditional, and unsealed tender bids are liable to be rejected.

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

*The bidder shall furnish a declaration in his letterhead 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.

*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.

*The supplier has to indemnify IIFT against loss of input tax credit on account of the Black-listing of the

supplier during the tenure of the contract.

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

Note-1: If date fixed for sale/submission opening of bids is subsequently declared as a holiday by the IIFT, the revised date will be notified. In the absence of such notification, the date for sale/submission/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 a 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. Date & Time of Site Inspection and ***Pre-bid Meeting: 10.11.2025 at 3.30 hrs.***

Assistant Registrar
Indian Institute of Foreign Trade
Kolkata - 700107
Email ID: arkol@iift.ac.in
Tel No. : 033-35014500

SCOPE OF WORK

1. All UPSs will be on-site comprehensive AMC excluding batteries
2. The vendor will attend to the complaints, as and when called including Sundays/Saturdays/off days.
3. Any complaint received up to 05.00 PM will have to be attended the same day.
4. The vendor will take up necessary preventive maintenance of all the UPSs on a periodical basis, at least once in a month, from time to time for smooth and uninterrupted functioning of the UPSs
5. A certificate, duly authenticated by IT Department, IIFT Kolkata, to this effect to be submitted in person as and when the maintenance is carried out.
6. The response time of the complaint shall be maximum four hours, in case, It is felt that the repair of UPSs would take more than 24 hours, a suitable replacement/standby will need to be provided
7. Vendor will send his qualified engineer at the time of changing of batteries ie. at the time of disassembling and re-assembling of batteries of UPS.

8. Validity:

This contract is valid for one year from the agreed starting date. The contract could be renewed at the end of its period on mutually agreed terms and conditions. IIFT Reserves all the rights terminate the contract in writing if the vendor commits a significant breach of the contract and fails to remedy such breach within mentioned time.

9. Maintenance:

Preventive Maintenance including functional checking, necessary adjustments, etc. to be carried out at times planned in advance

Breakdown Maintenance including faultfinding, repair or replacement, functional checking etc. should be carried out during the service coverage time as per the AMC contract.

Maintenance equipment like blower and other items will be provided by the vendor

10. Spares & Materials:

All the spares (except the battery, cables and transformers which are not under AMC) will be supplied by vendor as a part of service. Contract and these spares will keep at vendor office. Additions/ Deletions of these spares, if any would be done by vendor to ensure minimum downtime.

Place:

Authorized Signature with seal:

Date:

Name:

GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT (GCC)

1. PERFORMANCE SECURITY DEPOSIT:

- (a) The bidder (including NSIC / MSMEs who are registered with the designated bodies) shall furnish a Performance Security deposit or an amount equal to 5% (may be revised on further notice from Dept. Of Expenditure, Govt. of India) of the value of purchase order within 14 days from the date of issue of Purchase Order by the purchaser.
- (b) Performance Security deposit may be furnished in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee (including e- Bank Guarantee) from a Commercial bank or online payment in an acceptable form safeguarding the purchaser's interest in all respects (i.e. as per Rule 171 of GFR).
- (c) The proceeds of the performance security deposit shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete its obligations under the contract.
- (d) Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations".
- (e) The performance security deposit Bond will be discharged by the purchaser after completion of the bidder's performance obligations including any warranty obligations under the contract.

2. Instructions to Vendors:

- a) This document will form an integral part of the Contract. Bidders must go through the complete document for details before submission of their quotations.
- b) Only enclosed formats as provided in original should be used. All sheets need to be submitted **after affixing seal of the Company and signature of the authorized signatory**. Additional sheets, duly authenticated, to be attached to elucidate specifications or clarify the specific issues.
- c) The vendors may attend the site to inspect the present condition of UPS's during office hours before the last date of submission.

3. Conditions of Contract:

- a) Vendor/Agency should have at **least three years of experience** in the AMC services of UPS. Documentary proof of the same to be attached.
- b) Vendor/Agency should enclose copies of **valid registration of GST and PAN copy**.
- c) The Vendor/Agency should quote the amount of AMC including GSTs. In case of any discrepancy between the unit price and the total price, the unit price shall prevail, and total prices shall be corrected unless it is lower than the sum total of unit prices. If there is any variation between amount written in figure and words, then the amount whichever is lower shall be taken into consideration.
- d) Once the vendor/agency has quoted and accepted the offer, withdrawal or denial at any stage is not

accepted under any circumstances.

- e) The vendor should submit a self-declaration to the effect of not ever been blacklisted by any Govt. Department.

4. Payment terms:

- a) Payment shall be released on submission of proper tax invoice at the end of each quarter only after certification of satisfactory services by authorized/ concerned officer of the Institute.
- b) The vendor should not sub-contract or permit any other third party other than the vendor's personnel to perform any work.
- c) If the UPSs are not rectified within the time frame mentioned in AMC, the institute would get the same rectified by some third party and the amount spent for such repairs would be billed to the vendors.
- d) The vendor shall identify one engineer as the single point of contact for coordinating and providing services to the Institute.
- e) The vendor shall make AMC services available on all days as and when requested by the Institute.

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

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

Note : I) Certificate of Financial Turnover and Profit At the time of submission of tender, the tenderer shall upload Affidavit/Certificate from Chartered Accountant mentioning Financial Turnover and Profit of last 3 years or for the period as specified in the tender document. There is no need to upload entire voluminous balance sheet. However, one page of summarized balance sheet (Audited) and one page of summarized Profit & Loss Account (Audited) for last 03 years or for the period as specified in the tender document shall be uploaded.

II) Certificates in the name of other Companies:

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

7. Turnover:

The Annual turnover certificate should be on letter head of the company with self-certification. In case Account for FY 2024-25 is not yet audited, a self-attested turnover statement supported by documents may be attached. Bidders shall submit necessary documentary proof showing that they meet the eligibility criteria along with their tender bid. All documents submitted will also be self-attested by the bidder.

Annual financial turnover Certificate of related services during the last three years, ending 31st March of the previous financial year. Turnover certificate shall be certified by Chartered

Accountant firm with UDIN.

8. Liquidated Damages: Half percent per week of delay subjected to a maximum of 5% the order value will be levied for delay in execution of the work.
9. **Penalty Clause** : In the event of non-compliance of any of the terms & conditions of this contract and non-satisfactory performance of the agency, the penalty of maximum 10% of the bill value will be imposed on the agency subject to the extent of actual damages/quality lapse as decided/ calculated by IIFT.
10. **Arbitration** : Any dispute or difference, whatsoever arising between the firms out of or relating to the Tender shall be referred to the Director IIFT for referral of such disputes to a sole arbitrator, to be appointed by mutual consent of the parties to the contract. The arbitrator shall give reasons (s) for the award. Subject to the above, the provisions of the Arbitration Act, 1996 and the Rules made there under shall be deemed to apply to the arbitration proceedings under this clause. The venue of arbitration shall be in IIFT Kolkata.
11. **Restrictions on procurement from a bidder of a country which shares a land border with India [Order (Public Procurement No.1) of DOE, Public Procurement Division, No. F.No.6/ 18/2019-PPD, dt. 23.7.2020] and amendments/ clarifications issued subsequently by DOE shall be applicable to this tender.**
 - A. Any bidder from a country which shares a land border with India will be eligible to bid against this tender only if the bidder is registered with the Competent Authority [Department for Promotion of Industry and Internal Trade (DPIIT)] as specified in Annex-I of Order (Public Procurement No.1) Dated 23.07.2020.
 - B. “Bidder” (including the term ‘tenderer’, ‘consultant’ or ‘service provider’ in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in procurement process.
 - C. “Bidder from a country which shares a land border with India” for the purpose of this order means:-
 - i) An entity incorporated, established or registered in such a country; or
 - ii) A subsidiary of an entity incorporated, established or registered in such a country; or
 - iii) An entity substantially controlled through entities incorporated, established or registered in such a country; or
 - iv) An entity whose beneficial owner is situated in such a country; or
 - v) An Indian (or other) agent of such an entity; or
 - vi) A natural person who is citizen of such a country; or
 - vii) v) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.

D. The beneficial owner for the purpose of (iii) above will be as under:

1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.

Explanation-

- 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.

E. An agent is a person employed to do any act for another, or to represent another in dealings with third person.

F. The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

12.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.

13. Court Jurisdiction:

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

14. Force Majeure:

i) 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.

ii) 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. Termination of contract:

In case of breach of contract, security deposit shall be forfeited and the agency shall be blacklisted for such period as decided by the competent authority in addition to termination of the contract. Any act or the part of the bidder to influence anybody in IIFT Kolkata at any stage is liable to rejection of the Bid or termination of contract.

16. 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. Extension of Contract:

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

Assistant Registrar
Indian Institute of Foreign Trade
Kolkata - 700107
Email ID: arkol@iift.ac.in
Tel No. 033-35014500

Letter of Authorization for Attending Bid Opening Event

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

Subject: AUTHORIZATION FOR ATTENDING BID OPENING AND PRESENTATION

I / We Mr./Ms. have submitted our bid for the RFQ no. IIFT-K/ADMIN(IT)/AMC-UPS/2025 Date: 31.11.2025 in respect of AMC of 03 nos of 40KVA UPS installed in IIFT Kolkata Centre” which is due to open on, in the Meeting room, Academic Block, Indian Institute of Foreign Trade (IIFT), Plot No. 1583, Madurdaha, Chowbaga Road, Kolkata – 700107.

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

..... Signature of Bidder/Officer authorized to sign
Name of the Representative 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 for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

UNDERTAKING & DECLARATION

FOR UNDERSTANDING THE TERMS & CONDITION OF TENDER & SPEC. OF WORK

(On Letter Head)

(a) Certified that:

1. I / We..... have read, understood and agree with all the terms and conditions, specifications included in the tender documents & offer to execute the work at the rates quoted by us in the tender form.

2. If I / We fail to enter into the agreement & commence the work in time, the Bid security (EMD) / Performance guarantee deposited by us will stand forfeited to the IIFT.

3. I / We are not blacklisted by any authorities.

(b) The bidder hereby covenants and declares that:

1. All the information, Documents, Photocopies of the Documents / Certificates enclosed along with the Tender offer are correct.

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

Date:

Place:

Signature of bidder Name of bidder

.....

Along with date & Seal

NEAR RELATIONSHIP CERTIFICATE

(Format of the Certificate-On Letter Head)

"Whereas, I/we(name of agency) has submitted bid for.....

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

Date:

Place:

Signature of bidder Name of bidder

.....

Along with date & Seal

Certificate regarding restrictions on procurement from a bidder of a country which shares a land border with India.

Certificate for Tenders

“I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India I certify that this bidder is not from such a country, or if from such a country, has been registered with the Competent Authority. I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached]

Certificate for Tenders for Works involving possibility of sub-contracting

“I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached]

Date:

Signature of bidder

Place:

Name of bidder

(Along with date & Seal)

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

Whereas, I/we (name of agency) has
submitted bid for

..... I/we hereby submit following
declaration that no addition / deletion / corrections have been made in the downloaded tender
document being submitted and it is identical to the tender document appearing on the website.

Date:

Place:

Signature of bidder Name of bidder

.....

Along with date & Seal

PROFORMAS

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/...../2025 awarding the work of "Providing AMC of 03 nos of 40KVA UPS battery installed at IIFT Kolkata Campus" to M/s.....

R/o... (Hereafter referred to as "Bidder") and IIFT has asked him to submit a Performance Guarantee in favour of Indian Institute of Foreign Trade 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 Branch
Having
(Address) and Regd. office addressas

(Hereinafter called 'the Bank') agreed to give this guarantee as hereinafter contained:

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.

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.

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.

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.

Notwithstanding anything herein contained;

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.

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.

In case IIFT demands for any money under this bank guarantee, the same shall be paid through banker's Cheque in favour of "Indian Institute of Foreign Trade" and payable at Kolkata

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:

(To be made on Rs.100.00 Non-Judicial Stamp Paper)

DRAFT – AGREEMENT

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 AMC of 03 nos of 40KVA UPS battery installed in IIFT Kolkata Centre vide LOA No. Dated for a period of one year w.e.f. to

And whereas the said contractor have prior to the execution of these presents offered a Bank Guarantee No. dated as Performance 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 RFQ No.: IIFT-K/ADMIN(IT)/AMC-UPS/2025Date: 31.10.2025

Forms the integral part of this agreement.

For IIFT

**(Authorized Signatory)
For Hired Agency**

Witness:

1.

1.

ANNEXURE–A**Technical Criteria****Compliance Matrix must be submitted as follows:**

S.No.	Must have Criteria/Compliance Points	Comply (Yes/No)
1.	Status of Agency/ Proprietorship/ Partnership/Pvt.Ltd.(attach proof in support)	
2.	Name of the Director/Partner/Proprietor along with his/her contact number and Email	
3.	Registered Branch Office Address with Tel No. &E-mail	
4.	Agency should have Registered/ Branch Office at Kolkata	
5.	GST Number &Valid GST Registration Certificate	
6.	Vendor should have at least three years of experience in the AMC services of UPS. Documentary proof of the same to be attached.	
7.	Aself- declarationtotheeffectofnoteverbeenblacklistedbyan yGovt.Department.	
8.	PAN details	
9.	Turnover Certificate or Balance sheet for 3 years FY:22-23, FY:23-24, FY:24-25	
10.	Valid NSIC/MSME Certificate no., if any	
11.	Name of Technical Officer/Engineer	
12.	Contact & Email of Technical Officer/Engineer	

Declaration by the bidder:

I/we have very carefully read the terms and conditions of the contract and agree to abide by them. The decision of the institute on any dispute arising out of the contract shall be binding on me/us.

I/we undertake to comply with all the conditions contained in the document.

Place:

Authorized Signature with seal:

Date:

Name:

Performance Report of the Contractor

1.	Name and Address of authority under whom work executed	
2.	Name of the Work	
3.	Name of the Contractor	
4.	Date of award & Agreement no.	
5.	Date of Commencement of work	
6.	Stipulated date of completion	
7.	Actual date of completion	
8.	Details of compensation / penalty levied, if any.	
9.	Gross amount of work (in Rs.)	
10.	Comments on capability of contractor	
	i) Financial soundness	
	ii) Mobilization of adequate T & P	
	iii) Mobilization of Manpower	
	iv) General Behaviour	
11.	Did the contractor go for arbitration? If yes	
	(i) total amount of claim	
	(ii) total amount awarded	
12.	Quality of work (indicate grading)	
	(i) Very Good	
	(ii) Good	
	(iii) Fair	
	(iv) Poor	

Authorized signatory & Stamp
of Client Organization

ANNEXURE-B

Ref: IIFT-K/ADMIN(IT)/AMC-UPS/2025

Date: 31.10.2025

PRICE BID
(On Letter Head)**To,**
The Assistant Registrar,
IIFT, Kolkata Campus,
Kolkata-700107, W.B**Subject: Financial Bid/Price Bid**

I/we submit my/our quotation for the AMC 03 Nos of 40 KVA UPS installed at IT Department IIFT Kolkata Campus

Sl. No	Description	Make/Model	Qty	Cost per unit (In Rs.)	Cost of AMC (In Rs.) excl. taxes
1.	40KVA UPS Batteries	BPE(GTC3340L32)	03		
	GST (In Rs.) (as applicable)				
	Total Cost (In Rs.) (Incl. Taxes)				

Total amount in figures : Rs._____**Total amount in words : Rupees**_____**Note:**

1. Quoted Rates shall be inclusive of all expenses to be incurred by vendor for providing goods and service as specified in the Scope of Work excluding Goods and Service Tax, which shall be paid extra, as per Goods and Service Tax rules applicable from time to time.

2. L1 shall be decided on the basis of lowest cost to IIFT.

Signature:.....**Name of the Contractor (with seal):**.....**Contact No**.....**Date:**.....