



**INDIAN INSTITUTE OF FOREIGN TRADE, Kolkata Campus**  
**1583, Madurdaha, Chowbagha Road, Ward no. 108, Borough XII**  
**Kolkata 700107**  
**Website: [www.iift.edu](http://www.iift.edu)**

Ref.No. IIFT-(K)/Admin/IT/SIP/2022-2023

Date. 08/12/2022

**Sub: - Bids for procurement of Session Initiation Protocol (SIP) Trunk Service for IIFT, Kolkata.**

Sl. No	Name of Work	Estimated Value	Earnest Deposit
01	SIP Trunk Service for IIFT, Kolkata Campus	3,00,000/- (03 Lac)	02% of Estimated Value

Dear Sir/Madam,

Indian Institute of Foreign Trade (IIFT) is a Deemed to be University under the administrative control of Ministry of Commerce & Industry, Govt. of India.

1. The Institute invites sealed bids for providing **SIP Trunk Service** registered in India (certificate need to be attached), under terms and conditions given in Tender Document.
2. Technical and Financial Bid documents can be downloaded from website of the Institute: ([www.iift.edu](http://www.iift.edu))
3. The technical and financial bids should be sealed by the bidder in separate envelopes duly super-scribed and both these sealed envelopes are to be put in a bigger envelope which should also be sealed and duly super-scribed.
4. The Technical bids will be evaluated by the Technical Bid Evaluation Committee duly constituted by IIFT, Kolkata. Financial bids of only the technically qualified bidders shall be opened. Following schedule will be observed in this regard:
  - (a) **Last date for submission of bid documents: 22.12.2022 up to 3:00p.m.**
  - (b) **Date of opening of technical bids: 22.12.2022 at 04:00 p.m.**
5. For any clarifications, please contact **Mr. Atul Kumar (Network Manager-IT Section)** on telephone nos. 033- 2419 5700/5900 (Extn. 2002) or e-mail to [atul@iift.edu](mailto:atul@iift.edu)
6. Complete tender documents should be submitted at the address mentioned below not later than due date. Bids received later than the prescribed date and time will not be considered for evaluation.

Thanking you,  
Your's faithfully,  
**Section Officer (Admin)**  
Indian Institute of Foreign Trade,  
1583, Madurdaha, Chowbagha Road,  
Ward No. 108 Borough-XII Kolkata-700107  
033-24195700/5900

## **INDIAN INSTITUTE OF FOREIGN TRADE**

Indian Institute of Foreign Trade (IIFT) is a Deemed to be University under the administrative control of Ministry of Commerce & Industry, Govt. of India.

- The Institute invites sealed bids for providing **SIP Trunk Service**, under terms and conditions given in Tender Document.

### **Terms and Conditions**

- a) The prescribed tender document consisting of (i) Technical Bid and (ii) Financial Bid, sealed separately in two different envelopes, superscribing "**Technical Bid**" and "**Financial Bid**", as the case may be and placed in a duly sealed big single envelop super scribing "**Bid for SIP Trunk Service for IIFT**" may be submitted in the name of Accounts Officer (Finance Section.), at the Main Gate, Indian Institute of Foreign Trade, 1583, Madurdaha, Chowbagha Road, Ward No. 108, Borough XII ,Kolkata-700107 by due date. The bids may be sent through post also so as to reach at the aforesaid address by 3:00 p.m. of due date.
- b) **EMD of Rs.6,000/- (Rupees Six Thousand Only.) in form of DD from a Scheduled Commercial Bank / Nationalized bank, in favour of "IIFT, Kolkata"** need to be attached along-with the technical Bid. Bid received without EMD shall not be considered. EMD of unsuccessful bidders will be refunded without interest within one month from the award of the contract.
- c) MSME & NSIC registered vendors are exempted from paying EMD amount. NSIC & MSME registered vendors are eligible for EMD exemption on submission of valid certificates.
- d) The bidder shall provide at least three customer references to whom similar services are being provided during last one year with their contact details along with Work Orders or Completion Certificates.
- e) 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.
- f) Rates must be quoted only in the **prescribed format of Financial Bid (Annexure – II)** as attached.
- g) The Institute at its discretion may award the contract for providing SIP Trunk Services to Internet Service Provider (ISP). The Institute decision in this regard would be binding on all bidders.
- h) **The firm awarded the contract is required to submit performance guarantee equivalent to the 03% of the order value within fifteen days from the date of order**(may be revised on further Notice from Department of Expenditure, Govt. of India). **The Performance Guarantee may be in form of DD or bank Guarantee from a scheduled commercial bank in the name of "IIFT, Kolkata"**.
- i) Successful bidder(s) shall be required to install and operationalize the link within **30 days** of award of contract, failing which the bank guarantee will be forfeited. The Institute may also take action as it deems fit against such firm(s).
- j) 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. 99% or higher will be treated as satisfactory service, below which it will be treated as unsatisfactory service for which proportionate deduction will be made. In the case of continuous un-satisfactory services, IIFT may terminate the contract.

- k) The Institute reserves the right to reject any or all bids without assigning any reasons whatsoever.
- l) 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, contract may be terminated by giving 60 days' notice by IIFT, Kolkata.

Sealed bids in the manner prescribed above to be sent in the name of **Accounts Officer (Finance.), Indian Institute of Foreign Trade (IIFT), 1583, Madurdaha, Chowbagha Road, Ward No. 108, Borough XII, Kolkata-700107 on or before 22.12.2022 up to 03:00 pm**

3. Important Documents to be attached along-with the technical bid:

- a) Certificate of Class-A / UASL Internet Service Providers Internet Service Provider registered in India.
- b) DD or BG of Rs 6,000/- towards EMD.
- c) Three customer references with contact details. Detailed work order with completion certificate.
  - One Work Order of value 80% of Estimated Cost of Tender
  - OR**
  - Two Work Order each of value 60% of Estimated Cost of Tender
  - OR**
  - Three Work Order each of value 40% of Estimated Cost of Tender
- d) Technical and Financial Bids in the format prescribed in Annexure-I and Annexure -II respectively, sealed separately.

Thanking you,  
Your's faithfully,  
**Section Officer (Admin)**  
Indian Institute of Foreign Trade  
1583, Madurdaha, Chowbagha Road,  
Ward No. 108, Borough XII  
Kolkata-700107  
033-24195700/5900

**Technical Bid**

1. Name of the Bidder:
2. Address of the Bidder:
3. Contact Details of the Bidder:
  - (a) Name of the Authorized Person:
  - (b) Tel. No. with STD (O)
  - (c) (Fax):
  - (d) Mobile No.:
  - (e) Email Id:
  - (f) Website:
4. Details of Bidder's bank;
  - (i) Name of the Bank:
  - (ii) Address of the Branch:
  - (iii) A/C No. of the ISP:
5. Registration and incorporation particulars of Bidder:  
(Please attach copies of the relevant documents/certificates)
6. CST/VAT registration no./Excise Duty registration no./TIN registration no./GSTIN registration  
(Please attach copies of the relevant documents/certificates)
7. Permanent Income Tax Number  
(Attach copy of the PAN Card)
8. Details of quality certification:  
(Please attach copies of the relevant documents/certificates)
9. Details of license (s) obtained by the Bidder  
(Please attach copies of the relevant documents/certificates)

10. The ISP should be capable of providing the following:

S.N.	Item	Required	Offered (yes/No)	Remarks
1	SIP Trunk Capacity	40 Channels		
2	Number of Trunks	2		
3	Number of DIDs	120		
4	Total of Pilot Numbers	2		
5	SIP to PRI Converters	Free of Cost		
6	Calling Type	Domestic Calls only (unlimited)		
7	Last Mile	Optical Fiber		
8	Compatibility/configuration required with current EBABX System	Converter configuration with Panasonic KX- NS320SX		

You are required to indicate the availability of each of the services as mentioned above as part of your offering. Any deviation of services offered by you as compared to the above list should be specified clearly in the remarks column. You are also required to mention the responsibility of IIFT clearly for the services being offered.

11. Apart from the regular services as mentioned above, you are requested to mention on the following on -time services: -

- Set up time required from the date of PO to go live and
- Any other one-time activity

12. It is certified:

- That I/We have gone through and understood the technical specifications given in the Tender Notice
- I/We hold Class-A / Class-B License (Strike off which is not relevant), a copy of which is attached.
- I/We have submitted copies of PAN Card, Service Tax No., Income Tax Returns & Balance sheets of financial years 2018-19 and 2020-21.
- I/We have single Toll-Free number/Helpdesk to provide 24 X 7 customer supports in Delhi/NCR Region.
- I/We have not been blacklisted by any Government organization/PSU during last five years
- That the terms and conditions given in the tender notice are acceptable to me/us. (vii) That the information furnished by me/us is true and correct.

Date:

Name & Address of Bidder Signature &  
Seal of Bidder

**Financial Bid**

S. No.	Details	One time charges (Rs.)	Annual charges of bandwidth	Other recurring charges (if any)	Total Charges (incl. taxes)
1.	SIP Trunk Service of 40 Channels				

***Note: Prices shall be quoted by bidders inclusive of all taxes and levies.***

**It is certified:**

That I/We have gone through and understood the contents of the Tender Notice. Terms and conditions given in the tender notice are acceptable to me/us.

Name of the bidder:-

Contact Number:-

Address:-

Signatures and seal of the bidder:-