



भारतीय विदेश व्यापार संस्थान
INDIAN INSTITUTE OF FOREIGN TRADE

कोलकता परिसर
KOLKATA CAMPUS

TENDER FOR APPOINTMENT OF PR AGENCY

निविदा पत्र
TENDER DOCUMENT

अनुबंध की शर्त
CONDITION OF CONTRACT

निविदा संदर्भ संख्या / TENDER REF. NO.:
IIFT (K)/TENDER/PRA/2023-24
दिनांक / DATED : 13/12/2023

INDIAN INSTITUTE OF FOREIGN TRADE
(A deemed to be University under Ministry of Commerce and Industry, Govt. of India)
Plot No. 1583, Madurdaha, Chowbaga Road, Kolkata – 700107.

Sub. : Tender for Appointment of Public Relation Agency for IIFT, Kolkata campus

निविदा संख्या /Tender No. : IIFT (K)/TENDER/PRA/2023-24

दिनांक / DATED:13/12/2023

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**Assistant Registrar
Indian Institute of Foreign Trade
Kolkata Centre**

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)

Plot No. 1583, Madurdaha, Chowbaga Road, Kolkata – 700107

निविदा संख्या / Tender No.: IIFT (K)/TENDER/PRA/2023-24

दिनांक / DATED : 13/12/2023

1. Sealed 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:

Name Of The Work	Estimated Cost excluding GST	Bid Security / Earnest Money
Appointment of PR Agency for IIFT, Kolkata	Rs. 21,18,600/-	Rs. 42,372/-

2. **Time Period:-** One Year
3. **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 13/12/2023 **2.00 pm** onwards.
4. **Eligibility Criteria:** The PR Agencies meeting the below mentioned eligibility criteria as on last date of bid submission are eligible to apply.

Sl.	Pre-qualification Criteria	Supporting Compliance document
1.	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 16.0 Section 5 (A)].	Submit signed copy of Certificate attached as Section 6(D).
2.	The bidder shall be a registered company in India under the Companies Act 2013 or a Registered Partnership under the Partnership Act, 1932 or a Limited Liability Partnership (office in Kolkata will be preferred). Proposals from consortiums would not be entertained for this purpose.	Copy of the Certificate for Incorporation from Registrar of Companies or Partnership deed / Bye Law and full address of the registered office.
3.	The firm should be in the business of providing similar services for at least 03 years as on the last date of Bid Submission.	Certificate by the Company Secretary of the Bidder's Organization or any other relevant documents.
4.	(i) Work experience: Experience of having successfully completed similar works during the last 5 years ending previous day of last date of submission of bid. Three similar completed works costing not less than the Rs.	Work experience certificate issued by the concerned organization. In case the work experience is of Private sector the completion certificate shall be supported with copies of Letter of award and copies of

	<p>8,47,440/-</p> <p style="text-align: center;">OR</p> <p>Two similar completed works, costing not less than the Rs. 12,71,160/-</p> <p style="text-align: center;">OR</p> <p>One similar completed work of aggregate cost not less than the Rs. 16,94,880/-</p> <p>(ii) “Similar works” shall mean “Public Relationship Development and Brand Promotion”.</p>	<p>Corresponding TDS Certificates. Value of work will be considered equivalent to the amount of TDS Certificate.</p>
5.	The annual average turnover should not be less than Rs. 50 lakhs in each of the last 3 financial years [F.Y. 2020-21, 2021-22 & 2022-23.	The Annual turnover certificate should be on letter head of a practicing Chartered Accountant. In case Account for FY 22-23 is not yet audited, a self-attested turnover statement supported by documents may be attached.
6.	The firm should not be blacklisted by any Central Govt. / State Govt. / PSU / Govt. Bodies/ IITs & IIMs / Reputed Educational Institutes in India.	Certificate signed by the Authorized signatory
7.	The Bidder should be registered with appropriate tax authorities such as Income tax, GST, etc., and should submit valid certificates of registration.	Attach copy of the PAN card and GST registration certificate

Note:-

I) Certificate of Financial Turnover

At the time of submission of tender, the tenderer shall submit Affidavit/Certificate from Chartered Accountant mentioning Financial Turnover 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.

5. Bid Security / EMD: Rs. 42,372/-

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

Details for NEFT/RTGS are as under:

Beneficiary Name: Indian Institute of Foreign Trade

Bank Name & Address : Indian Bank, Salt Lake City Branch

IFSC code :IDIB000S147

MICR code:700019033

A/c No. : 707790007

5.2 The NSIC / Uddyam units shall be exempted from submission of EMD / Bid Security deposit on production of requisite proof in respect of valid certification from NSIC / Uddyam for the tendered item / service.

5 (A) Pre-bid meeting :

A Pre-bid meeting shall be held on **19.12.2023 at 04.00 pm** for any clarification / suggestions etc. Bidders must attend the prebid meeting.

6. 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 **“Technical Bid for Appointment of PR Agency for IIFT, Kolkata”**.

Envelope -2 Financial Bid comprising of Price Bid. The envelope should be super scribed as **“Price Bid for Appointment of PR Agency for IIFT, Kolkata”**.

Envelope 1 & Envelope 2 shall be put together in a big envelope super scribed as **“Appointment of PR Agency for IIFT, Kolkata”** should be submitted to the **Assistant Registrar, Indian Institute of Foreign Trade (IIFT), Plot No. 1583, Madurdaha, Chowbaga Road, Kolkata - 700107**. No Tender shall be accepted after prescribed due date and time.

7. Last Date & Time of Submission of Tender bids : 02.01.2024 upto 3.00 pm.

8. Date & Time of Opening of Tender Bids: The Tender shall be opened in the presence of intending tenderers or their authorized representatives, who choose to attend, at time & specified date.

8.1 Technical Bid Opening:02.01.2024 at 3.30 pm

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

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

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

11. 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.

12. The bidder shall furnish a declaration in his 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. 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. The agency has to indemnify IIFT against loss of input tax credit on account of Black-listing of supplier during tenure of contract.

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

Note 1: If date fixed for sale / submission 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 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 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
- Note 4:** All the pages of Tender Documents must be duly signed / attested by the bidder / vendor organization

Assistant Registrar
Indian Institute of Foreign Trade
Kolkata Centre
Tel. No.: (033) 2419 5700 / 5900
E-mail: arkol@iift.ac.in

SECTION – 2

TENDER INFORMATION

1. Type of tender :
 - a) Single Stage Two Envelope system.
 - b) Technical & Financial bid to be submitted to Assistant Registrar, Indian Institute of Foreign Trade (IIFT), Plot No. 1583, Madurdaha, Chowbaga Road, Kolkata – 700107.
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 systems**:
 - 3.1 Techno-commercial envelope, shall contains following documents:
 - (a) Certificate(s) showing fulfilment of the eligibility criteria(s) stated in Clause 4 of the NIT. Viz;
 - i) Certificate for Incorporation of company / partnership deed
 - ii) Certificate for company being in business for last 03 years
 - iii) Work experience certificate from the concerned organization.
 - iv) Annual Average Turnover Certificate for FY 20-21, FY 21-22, FY 22-23 from chartered accountant.
 - v) Copy of PAN
 - vi) 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.
 - vii) Proof of payment of Bid security / EMD through NEFT/RTGS/valid Exemption Proof
 - viii) All pages of Tender Documents duly signed and stamped.
 - ix) Past work orders with completion certificates from reputed customers.
 - (b) Documents (self-attested) stated in Clause-10 of Section-4. Viz;
 - i) Valid NSIC / Uddyam certificate, if any.
 - ii) Article of Memorandum of Association & incorporation certificate or partnership deed or proprietorship deed as the case may be.
 - (c) Undertaking & declaration duly filled & signed. (Section - 6A)
 - (d) Near-Relation declaration duly filled & signed. (Section - 6B)
 - (e) Declaration in respect of no addition / deletion / corrections in downloaded tender (Section 6C)
 - (f) Certificate regarding restrictions on procurement from a bidder of a country which shares a land border with India (Section – 6D)
 - (g) Bidder's Profile & Questionnaire duly filled & signed. (Section - 8)
 - (h) Financial bid shall contain Price Schedule. (Section-9 Part B)

Note : First techno-commercial bid will be opened and evaluated by Tender Evaluation Committee (TEC). The financial bid of only responsive and qualified bidders shall be opened.

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 as well as in 2015. Recently, the Institute has been granted graded autonomy by UGC/MHRD as Category-I Institution.

Scope of Work :

The scope of work includes but is not limited to the following :

The PR Agency shall carry out following :

1. To position IIFT as the model B-School by implementing a PR strategy of the highest standard.
2. To increase visibility of IIFT and brand awareness among its key audiences. The key audience of IIFT are potential students and Faculty, Industry bodies, Alumni, Media, Academia, Government, local authorities and the wider business community.
3. High level visibility of the campus through branding tools and a comprehensive campaign through multiple channel.
4. Initiate and implement a well-orchestrated PR programme which would provide credible perspective on corporate issues and culminate in enhanced understanding of the institute.
5. To effectively manage IIFT’s reputation in times of unforeseen crisis.
6. Develop and execute the strategic plan that will help IIFT grow its reputation and perception amongst peers and other stakeholders.
7. Develop a monthly rolling plan for PR activity in consultation with IIFT and execute the same in a time-bound and systematic manner. The monthly PR plan must be submitted to IIFT in the last week of the previous month.
8. Monitor print, electronic and online coverage and provide a report on weekly basis or earlier as considered appropriate.
9. Explore opportunities for positively profiling IIFT leadership, faculty, staff, students, alumni, partners, donors, Board of Management, etc., and its activities / projects on a regular basis in the mainstream media across platforms – print, electronic and online.
10. Organize press conferences, as and when required, and arrange media coverage for events organized by IIFT.
11. Draft and disseminate the information approved by IIFT amongst target media through press releases as per the requirement of IIFT.
12. Make the research publications, authored / syndicated article of IIFT faculty and research scholar’s media friendly and ensure publication in the leading mainstream newspapers, magazines, periodicals, news websites, etc.

13. Organize interviews of IIFT's Top Management with key newspapers, magazines, TV news channels, news websites or any other suitable media. Ensure publication of stories based on such media interviews and authored articles.
14. Prepare responses to media queries on IIFT's behalf.
15. Ensure coverage on national news and / or business channels, in audio-visual medium, for every major event aimed at enhancing the image of IIFT.
16. Ensure that the coordinating person from the agency will be present in person to facilitate journalists visiting the Institute for events, interviews, relationship-building meetings etc.

Assistant Registrar
Indian Institute of Foreign Trade
Kolkata Centre
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SECTION – 4

GENERAL INSTRUCTIONS TO BIDDERS (GIB)

1.0 DEFINITIONS:

- (a) **"The Purchaser"** means the Indian Institute of Foreign Trade (IIFT), Kolkata.
- (b) **"The Bidder"** means the individual or firm 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 ELIGIBILITY CONDITIONS:

- 2.1 Kindly refer to Clause 4 of Section – 1 i.e. NIT.

3.0 COST OF BIDDING:

- 3.1 The bidder shall bear all costs associated with the preparation and submission of the bid. The Purchaser will, in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

4.0 DOCUMENTS REQUIRED:

- 4.1 The goods/services required to be supplied; bidding procedures and contract terms and conditions are described in the Bid Documents. The contents of the Bid documents are specified in Section – 2 and technical bid letter, Section – 9 (Part-A).
- 4.2 The Bidder is expected to examine all instructions, forms, terms and conditions, specifications in the Bid Documents and clarifications/ amendments/ addenda, if any. Failure to furnish all information required as per the Bid Documents or submission of the bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the bid.

5.0 CLARIFICATION OF BID DOCUMENTS:

- 5.1 A prospective bidder, requiring any clarification on the Bid Documents shall notify the Purchaser in writing by 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 Bid Documents, which it receives **5 days prior to the date of opening of the bids**. 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 bid documents.

5.2 Any clarification issued by IIFT in response to query of prospective bidders shall form an integral part of bid documents and shall amount to an amendment of the relevant clauses of the bid documents.

6.0 AMENDMENT OF BID DOCUMENTS:

6.1 The Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify bid documents by amendments prior to the date of submission of Bids with due notification to prospective bidders.

6.2 The amendments shall be notified on website www.iift.edu / www.eprocure.gov.in/epublish/app to all prospective bidders and these amendments will be binding on them.

6.3 In order to afford prospective bidders a reasonable time to take the amendment into account in preparing their bids, the purchaser may, at its discretion, extend the deadline for the submission of bids suitably.

7.0 DOCUMENTS COMPRISING THE BID:

The bid prepared by the bidder shall ensure availability of the following:

(a) Documentary evidence establishing that the bidder is eligible to bid and is qualified to perform the contract if its bid is accepted in accordance with the Clause 2 & 10.

(b) Bid Security furnished in accordance with Clause 12.

8.0 BID FORM:

8.1 The bidder shall complete the bid form and appropriate Price Schedule furnished in the Bid Documents, indicating the goods / services to be supplied, brief description of the goods / services, their quantity and prices as per Section- 9.

9.0 BID PRICES:

9.1 The bidder shall give the total composite price/ rate as indicated in price schedule. The basic unit price and all other components of the price need to be individually indicated in each column for the services under the contract as per the price schedule given in Section-9 Part-B.

9.2 A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

10.0 DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATION:

10.1 The bidder shall furnish, as part of the bid documents establishing the bidder's eligibility, the following documents (whichever is required) as per terms and conditions of Bid Documents:

(a) Valid NSIC / Uddyam Certificate, if applicable. In case the ownership of such MSE Entrepreneurs happens to be from SC / ST category, proof in this regard also need to be submitted.

(b) Documents to establish the eligibility and qualification of bidder as specified in Section-1.

(c) Power of Attorney as per Clause 14.3 (a) and (d) and authorization for executing the power of Attorney as per Clause 14.3 (b) or (c).

(d) Certificate of incorporation.

(e) Article or Memorandum of Association or partnership deed or proprietorship deed as the case may be.

11.0 DOCUMENTS ESTABLISHING GOODS / SERVICES' CONFORMITY TO BID DOCUMENTS:

11.1 Pursuant to Clause-7, the bidder shall furnish, as part of its bid, documents establishing the conformity of its bid to the Bid Documents of all goods and services which he proposes to supply under the contract.

12.0 BID SECURITY / EMD:

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

12.2 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.

12.3 The bid security is required to protect the purchaser against the risk of bidder's conduct, which would warrant the forfeiture of bid security pursuant to Para 12.7.

12.4 A bid not secured in accordance with Para 12.1 & 12.2 shall be rejected by the purchaser being non-responsive at the bid opening stage and archived unopened.

12.5 The bid security of the unsuccessful bidder will be discharged / returned as promptly as possible and within 30 days of finalization of the tender or expiry of the period of the bid validity period prescribed by the purchaser pursuant to Clause-13.

12.6 The successful bidder's bid security will be discharged upon the bidder's acceptance of the advance purchase order satisfactorily in accordance with Clause-27 and furnishing the performance security.

12.7 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 or does not submit PBG & sign the contract / agreement in accordance with Clause – 27 & 28.

NOTE: The bidder shall mean individual company / firm or the front bidder and its technology / consortium partner, as applicable.

13.0 PERIOD OF VALIDITY OF BIDS:

13.1 Bid shall remain valid for period specified in Clause-2, Section-2 of Tender Information. A bid valid for a shorter period shall be rejected by the purchaser being non-responsive.

13.2 In exceptional circumstances, the purchaser may request the consent of the bidder for an extension to the period of bid validity. The request and the response thereto shall be made in writing. The bid security provided under Clause-12 shall also be suitably extended. The bidder may refuse the request without forfeiture of its bid security. A bidder accepting the request and granting extension will not be permitted to modify its bid.

14.0 FORMAT AND SIGNING OF BID:

14.1 The bidder shall submit its bid complying all eligibility conditions, other terms and conditions of tender document to be read along with the clarifications and amendments issued in this respect. All the documents must be authenticated, by hand signatures, by the authorized person. The letter of authorization shall be indicated by written power-of-attorney accompanying the bid.

14.2 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons signing the bid. **All pages of the original bid shall be signed by the person or persons signing the bid.**

14.3 Power of Attorney

- (a) The power of Attorney should be submitted and executed on the non-judicial stamp paper of appropriate value as prevailing in the concerned states(s) and the same be attested by a Notary public or registered before Sub-registrar of the state(s) concerned.

- (b) The Power of Attorney be executed by a person who has been authorized by the Board of Directors of the bidder in this regard, on behalf of the Company / Institution/ Body corporate.
- (c) In case of the bidder being a firm, the said Power of Attorney should be executed by all the partner(s) in favour of the said Attorney.
- (d) Attestation of the specimen signatures of authorized signatory by the Company's / firm's bankers shall be furnished. Name, designation, Phone number, mobile number, email address and postal address of the authorized signatory shall be provided.

15.0 SEALING AND MARKING OF BIDS:

- (a) The bid should be submitted as per Clause-3, Section 2 of tender information.
- (b) The envelope shall bear the name of the tender, the tender number and the words 'DO NOT OPEN BEFORE' (due date & time).
- (c) The envelope shall indicate the name and complete postal address of the bidder to enable the purchaser to return the bid unopened in case it is declared to be received 'late'.
- (d) The bid should be deposited in the tender box provided by tendering authority or sent by registered post or delivered in person on below mentioned address (address is given in (e) below). The responsibility for ensuring that the tenders are delivered in time would vest with the bidder.
- (e) Bids sent by registered post or delivered in person shall be dropped up to specified time & date in a box kept with the Assistant Registrar of the Institute. The purchaser shall not be responsible, if the bids are delivered elsewhere.

16.0 SUBMISSION OF BIDS:

16.1 Bids must be submitted by the bidders on or before the specified date & time indicated in Clause-7 of Section-I i.e. NIT.

16.2 The purchaser may, at its discretion, extend this deadline for the submission of bids by amending the Bid Documents in accordance with Clause-6 (this section) in which case all rights and obligations of the purchaser and bidders previously subject to the deadline will thereafter be subjected to the extended deadline.

17.0 LATE BIDS: No bids shall be accepted after the specified deadline for submission of bids prescribed by the purchaser.

18.0 MODIFICATION AND WITHDRAWAL OF BIDS:

18.1 The bidder may modify, revise or withdraw his bid after submission prior to deadline prescribed for submission of bid.

18.2 Subject to Clause-20, no bid shall be modified subsequent to the deadline for submission of bids.

19.0 OPENING OF BIDS BY PURCHASER:

19.1 The Tender opening committee of IIFT shall open bids in “**Indian Institute of Foreign Trade (IIFT), Plot No. 1583, Madurdaha, Chowbaga Road, Kolkata - 700107**” in the presence of intending tenderers or their authorized representatives, who choose to attend, on the date and time specified in Clause-8 of NIT (Section-1).

The bidder's representatives, who are present, shall sign in an attendance register. Authority letter to this effect shall be submitted by the authorized representatives of bidders before they are allowed to participate in bid opening.

19.2 A maximum of two representatives of any bidder shall be authorized and permitted to attend the bid opening.

19.3 The following information should be read out at the time of bid opening:-

- (a) Name of the Bidder
- (b) Name of the item/services
- (c) EMD amount & validity and acceptability
- (d) Information in respect of eligibility of the bidder
- (e) Details of bid modification/ withdrawal, if applicable
- (f) Name of the item
- (g) Quantities/prices quoted in the bid
- (h) Discount, if offered
- (i) Taxes & levies

19.4 The date fixed for opening of bids, if, subsequently declared as holiday by the IIFT, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on **next** working day, time and venue remaining unaltered.

20.0 CLARIFICATION OF BIDS

20.1 To assist in the examination, evaluation and comparison of bids, the purchaser may, at its discretion ask the bidder for clarification of its bid. The request for the clarification and the response shall be in writing. However, no post bid clarification at the initiative of the bidder shall be entertained.

20.2 If any of the documents, required to be submitted along with the techno commercial and financial bid is found wanting, the offer is liable to be rejected at that stage. However the purchaser at its discretion may call for any clarification regarding the bid document within a stipulated time period. In case of non-compliance to such queries, the bid will be outrightly rejected without entertaining further correspondence in this regard.

21.0 PRELIMINARY EVALUATION :

21.1 The purchaser shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished, whether the documents have been properly signed and whether the bids are generally in order.

21.2 Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the purchaser.

21.3 If there is a discrepancy between words and figures, the amount in words shall prevail.

21.4 Prior to the detailed evaluation pursuant to Clause-22, the purchaser will determine the substantial responsiveness of each bid to the Bid Document. For purposes of these clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the Bid Documents without material deviations. The purchaser's determination of bid's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence.

21.5 A bid, determined as substantially non-responsive will be rejected by the purchaser and shall not subsequent to the bid opening be made responsive by the bidder by correction of the non-conformity.

21.6 The purchaser may waive any minor infirmity or non-conformity or irregularity in a bid which doesn't constitute a material deviation, provided such waiver doesn't prejudice or affect the relative ranking of any bidder.

22.0 EVALUATION AND COMPARISON OF SUBSTANTIALLY RESPONSIVE BIDS :

22.1 The purchaser shall evaluate in detail and compare the bids previously determined to be substantially responsive pursuant to Clause-21.

22.2 ~~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 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.~~

22.3 The evaluation and comparison of responsive bids shall be based on quality & cost based selection (QCBS). The final score shall be arrived by adding technical & financial score with respective weightages (30% for technical & 70% for financial). The bidder obtaining the highest combined weighted technical and financial score may be considered for acceptance. The procedure for technical & financial evaluation is as under:

(a) Technical evaluations:

Sl. No.	Description	Maximum Marks
1.	Number of years of business of the agency (Attach Certificate of incorporation or any other relevant documents, brief company profile with a copy of GST & PAN)	(i) Upto 3 years: 6 Marks (ii) More than 3 and less than 5 years : 8 Marks (iii) Above 5 years : 10 Marks Max Score : 10 Marks
2.	Work Experience	(i) In IIMs / IITs / Top 25 B Schools as per NIRF 2022 Ranking (Management) : 20 (ii) IISC / NITs / IISERs / NISERs / NIFTs / NIDs : 16 (ii) Others : 12 Max Score : 20 Marks
3.	Average annual turnover of the agency computed over the last 3 financial years (2020-21, 2021-22, 2022-23) (CA certificate is required as proof)	(i) Upto 50 lakhs : 6 Marks (ii) 100 lakhs & above : 10 Marks In between (i) & (ii) – on pro-rata basis Max Score: 10 Marks
4.	Number of Offices across India (Need to Submit either the Electricity Bill/ Telephone Bill of the registered office of the past 3 months as business address proof)	(i) Upto 3: 4 Marks (ii) 4 – 5: 6 Marks (iii) Above 5: 10 Marks Max Score: 10 Marks
5.	Presentation of roadmap for management of PR : The presentation shall include : (i) A concept note highlighting a strategic plan with specific deliverables that will help IIFT grow its reputation and perception	Max Score: 50 Marks

	amongst peers and other stakeholders.	
	(ii) Case study document on crisis management / communication: A case study of how the agency handled the situation in the past may be presented.	

- (b) **Financial evaluations:** The financial bids of only those bidders shall be considered who secure 60% and above marks in technical evaluation. The maximum financial score of 100 will be given to lowest bidder and other eligible bidders shall be given financial scores that are inversely proportional to their prices with respect to the lowest offer.

23.0 CONTACTING THE PURCHASER:

- 23.1 Subject to Clause-20, no bidder shall try to influence the purchaser on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded.
- 23.2 Any effort by a bidder to modify its bid or influence the purchaser in the purchaser's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.

24.0 PLACEMENT OF ORDER:

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- 23.1 The purchaser shall consider placement of Work Award Letter /orders for commercial supplies/services only on those eligible bidders whose offers have been found technically, commercially and financially acceptable and whose goods/services have been type approved/ validated by the purchaser. The purchaser reserves the right to counter offer price(s) against price(s) quoted by any bidder.
- 24.2 The ordering price of bid shall not exceed the lowest evaluated package price.
- 24.3 The purchaser reserves the right for the placement of order of entire tendered quantity on the bidder with the lowest evaluated price.

25.0 PURCHASER'S RIGHT TO VARY QUANTITIES:

Purchaser reserves the right to increase or decrease up to 50% of the quantity of goods and services specified in the schedule of requirements without any change in the unit price or other terms and conditions.

26.0 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.

27.0 ISSUE OF ADVANCE PURCHASE ORDER:

- 27.1 The issue of an Advance Purchase Order shall constitute the intention of the purchaser to enter into contract with the bidder.
- 27.2 The bidder shall within 10 days of issue of the advance purchase order, give its acceptance along with performance guarantee in conformity with the Performa provided with the bid document at Section-7A.

28.0 SIGNING OF CONTRACT:

- 28.1 The issue of Advance Purchase order shall constitute the award of contract on the bidder.
- 28.2 Upon furnishing of performance guarantee by successful bidder (pursuant to Clause-27) and signing of contract, the purchaser shall discharge the bid security in pursuant to Clause-12.

29.0 ANNULMENT OF AWARD:

Failure of the successful bidder to comply with the requirement of Clause 27 & 28 shall constitute sufficient ground for the annulment of the award and the forfeiture of the bid security in which event the purchaser may call for new bids. The bidder whose award has been annulled shall be debarred for participating in the tender for this work.

30.0 QUALITY ASSURANCE REQUIREMENTS:

The quality of services will be monitored by the authorized representatives of the purchaser and their decision in this regard has to be accepted by the contractor.

31.0 REJECTION OF BIDS:

- 31.1 While all the conditions specified in the Bid documents are critical and are to be complied, special attention of bidder is invited to the following clauses of the bid documents. Non-compliance of any one of these shall result in outright rejection of the bid.
- (a) Clauses 12.1, 12.2 & 13.1 of Section-4: The bids will be rejected at opening stage if Bid security is not submitted as per Clauses 12.1 & 12.2 and bid validity is less than the period prescribed in Clause 13.1 mentioned above.
 - (b) Clause 2 & 10 of Section-4: If the eligibility condition as per Clause 2 of Section-4 is not met and / or documents prescribed to establish the eligibility as per Clause 10 of Section-4 are not enclosed, the bids will be rejected without further evaluation.
 - (c) Section-9 Part-B (Price Schedule): Prices are not filled in as prescribed in price schedule.
 - (d) If a firm quotes **NIL** charges / consideration, the bid shall be treated as unresponsive and will be rejected without further evaluation.
- 31.2 Before outright rejection of the Bid by Bid-opening team for non-compliance of any of the provisions mentioned in Clause 31.1(a), 31.1(b) of Section-4, the bidder company is given an opportunity to explain their position, however if the person representing the company is not satisfied with the decision of the Bid opening team, he/they can submit the representation to the Bid opening team immediately but in no case after closing of the tender process with full justification quoting specifically the violation of tender condition if any.
- 31.3 Bid opening team will not return the bids submitted by the bidders on the date of tender opening even if it is liable for rejection and will preserve the bids by taking the signatures of some of the representatives of the participating bidder/companies present on the occasion.
- 31.4 The In-charge of Bid opening team will mention the number of bids with the name of the company found unsuitable for further processing on the date of tender opening and number

of representations received in Bid opening Minutes and if Bid opening team is satisfied with the argument of the bidder / company mentioned in their representation and feel that there is prima-facie fact for consideration, the In-charge of the bid opening team will submit the case for review to Officer competent to approve the tender as early as possible preferably on next working day and decision to this effect should be communicated to the bidder company within a week positively. Bids found liable for rejection and kept preserved on the date of tender opening will be returned to the bidders after issue of P.O. against the instant tender.

31.5 If the reviewing officer finds it fit to open the bid of the petitioner, this should be done by giving three (working) days' notice to all the participating bidders to give opportunity to participants desirous to be present on the occasion.

32.0 NEAR-RELATIONSHIP CERTIFICATE:

32.1 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.

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

32.3 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).

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

33.0 VERIFICATION OF DOCUMENTS AND CERTIFICATES:

33.1 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.

33.2 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.

34.0 The Vendor has to indemnify IIFT against loss of input tax credit to IIFT on account of blacklisting of supplier during tenure of contract.

35.0 Tendered Amount of 2 or more contractors 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 below on quoted amount 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. In case, all the lowest contractors those have quoted same tendered amount, refuse to submit revised offers, then tenders are to be recalled after forfeiting EMD of each contractor. Contractor(s), whose earnest money is forfeited because of non- submission of revised offer, shall not be allowed to participate in the re-tendering process of the work.

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Indian Institute of Foreign Trade
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SECTION – 5 (PART – A)

GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT (GCC)

1.0 APPLICATION:

The general condition shall apply in contracts made by the purchaser for the procurement of Services for Public Relation.

2.0 PERFORMANCE SECURITY / GUARANTEE:

- (a) The bidder (including NSIC / MSMEs who are registered with the designated bodies) shall furnish performance security / guarantee to the purchaser for an amount equal to 5% of the value of purchase order / work order 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 issued by a scheduled 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.

3.0 STATUS OF THE AGENCY AND ITS STAFF MEMBERS:

- 3.1 The agency shall have the legal status of an independent contractor. Neither the contractor nor its staff members, nor any person employed by the contractor or its agents for the performance of the services under the present contract shall be considered in any way as being staff members of IIFT.
- 3.2 The IIFT shall accept no liability for, nor any financial or other consequences arising from, sickness, injury, damages or death of the personnel of the contractor or of any person performing on their behalf any work under the present contract, including the time spent in travel, nor for any damages which may arise by reason of the neglect or default of any of them.
- 3.3 The contractor shall indemnify and hold harmless the IIFT in respect of any claim arising out of the contractor or its staff member's negligence or unlawful performance under the present contract for any liability as referred to in paragraphs 6(b) above, including their heirs and assigns, or by third parties.
- 3.4 For the purposes of this article, the term third party shall be deemed to include "inter-alia" officials of IIFT and its agents and officials, as well as any person or entity employed by the contractor or engaged for the contractor, in order to perform services for, or supplying goods to the contractor in connection with the implementation of the present contract.
- 3.5 Notwithstanding anything to the contrary contained in this contract, the contractor shall only be liable, and shall only be required to indemnify the IIFT, in respect of claims or liabilities that arise out of the negligence, breach of contract or unlawful conduct of the contractor or its staff members or agents in the performance of this contract.

4.0 TERMS OF PAYMENT AND SCHEDULE OF SUBMISSION OF BILLS:

- i) No advance payment shall be made to the agency for reasons whatsoever.
- ii) The agency shall submit single bill for the contract for the actual work done on monthly basis and the bills will be paid within 6 weeks thereafter as far as possible. However, any deterioration in the services should not be there on the plea of delay in receipt of payment.
- iii) A concept note highlighting a strategic plan with specific deliverables that will help IIFT grow its reputation and perception amongst peers and other stakeholders shall be submitted within 25 days of issue of award letter.

iv) The contract value will be paid on monthly basis in 12 equated monthly installments as detailed below :

- (a) Retainer ship fees – 50% of monthly installment
- (b) On submission of report of PR campaigns run during the month – Remaining 50%

5.0 PAYMENTS:

- 5.1 Payments will be made through RTGS (Real Time Gross Settlement) or NEFT (National Electronic Fund Transfer) as the case may be.
- 5.2 Mandate willing to receive e-payments signed by authorized 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.
- 5.3 All the above particulars which form the essential element of this mandate may be duly verified by Banker of the vendor.
- 5.4 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.
- 5.5 If for any reason work is done for only a part of the month, payment will be made on pro-rata basis for the number of days work has been performed. This is without prejudice to the penalty to be imposed for contractual defaults.

6.0 DEDUCTIONS:

In case the agency 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 contractor and damages will be charged to the extent of loss.

7.0 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.

8.0 SUBCONTRACTS:

The bidder shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in its bid. Such notification, in its original bid or later shall not relieve the supplier from any liability or obligation under the Contract.

9.0 DELAYS IN THE SERVICE PROVIDER'S PERFORMANCE:

- 9.1 Start of services and performance of the services shall be made by the bidder in accordance with the time schedule specified by the purchaser in its purchase order. In case the services are not started in the stipulated time period, as indicated in the Purchase Order, purchaser reserves the right to short-close / cancel this purchase order and forfeit his performance guarantee or recover liquidated damage charges.

10.0 LIQUIDATED DAMAGES:

- 10.1 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 10.2 below.

10.2 Should the contractor fail to start services on specified date, 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 as per decision of IIFT.

11.0 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 contractor persistently neglect to carry out his obligation under the contract and / or commits default in complying with any of the term and the condition of contract 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.

11.1 When the contractor has made himself liable for any of the cases aforesaid, the IIFT shall have the powers to terminate the contract as aforesaid and forfeit performance guarantee.

12.0 FORCE MAJEURE:

12.1 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.

12.2 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.

13.0 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 6 months or till an alternative arrangement is made whichever is earlier. Extension beyond 6 months on the same rates, terms and conditions will be mutually agreed upon.

14.0 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.

15.0 ARBITRATION:

15.1 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.

15.2 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 Kolkata Centre.

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

17.0 Employment of skilled & trained employee

The contractor shall, at all stages of work, deploy skilled employee who are qualified and possess certificate in particular trade from reputed and affiliated institute. The PR Agency must provide detail profile of its human resource both in terms of education qualification, work experience relevant to this assignment.

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 Kolkata only.

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SECTION – 5 (PART – B)

SPECIAL (COMMERCIAL) CONDITIONS OF CONTRACT (SCC)

(If there is any conflict in these instructions, with the other instructions in the tender document, these instructions will supersede all those instructions)

- 1.0 The vendor shall depute a competent authorized representative. The representative shall represent the vendor in his absence and all directions given to him shall be binding as if given to the vendor. The authorized representative shall not refuse to receive the instructions under any circumstances.
- 2.0 The vendor shall make his own arrangement for providing all facilities like boarding and transport etc. for his workers.
- 3.0 The PR Agency staff on duty will be polite and courteous while dealing with the IIFT Staff or any other persons.
- 4.0 Proprietor / Director of the vendor should visit and meet the management of IIFT as may be required for effective services. First such meeting must be had within 10 days of signing the agreement.
- 5.0 Contractor will keep a close liaison and follow the instructions of IIFT.
- 6.0 If at any time the IIFT Management decides to dispense away with entire work or any part of the work, the same shall be communicated at least 30 days in advance and the vendor shall comply with same and pro-rata charges shall be deducted by IIFT Management.
- 7.0 The loss that IIFT may incur due to acts of omission or commission of vendor or his staff shall be deducted from the vendor's bills. The decision of Vice Chancellor, IIFT or his successor in all such events shall be final and binding.
- 8.0 The IIFT or its authorized representative will have the right to inspect work at any time. If the authorized representative finds that work is not being carried out properly then instructions given in writing shall be complied forthwith.
- 9.0 Contractor will be responsible for observing all security and safety regulations and instructions issued by IIFT from time to time in respect of persons employed by him.
- 10.0 The vendor shall not be permitted to assign or sub-contract the work awarded to him for any reasons whatsoever. If the vendor fails to complete work or any portion thereof assigned to him or neglects to comply with any directions given to him or the work is not done as laid down in scope and conditions of contract, IIFT reserves the right to terminate the contract as per Clause 11, Section-5 "Part-A".
- 11.0 The vendor shall ensure that, the number of staff deployed on any given day to carry out the jobs is not less than the number fixed by the IIFT Management.
- 12.0 The vendor shall ensure that all the staff engaged by him are free from all communicable or contagious, infectious and other diseases.
- 13.0 If in the opinion of IIFT, any staff of the vendor is found to commit any misconduct or indulge in misbehavior, IIFT in its sole discretion may require the vendor to remove such staff, the vendor shall remove such employees without questioning the decision of IIFT in this respect. IIFT will be entitled to restrain such staff from entering the IIFT Campus.

14.0

SECTION – 6
UNDERTAKING & DECLARATION

6 (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

6 (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

6 (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

6 (D) Certificate regarding restrictions on procurement from a bidder of a country which shares a land border with India

Certificate for EoI

"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 EoI 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

SECTION – 7

PROFORMAS

7 (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/...../2023 awarding the work of "Appointment of PR Agency 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 Vice Chancellor, IIFT of Rs./- (hereafter referred to as "P.G. Amount") valid up to/...../..... (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 "**Kolkata**".
- 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:

7 (B): For 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 tender no. **IIFT (K)/TENDER/PRA/2023-24**, Dated...../...../2023 in respect of "Appointment of PR Agency in IIFT Kolkata Centre" which is due to open on/...../2023, in the premises of, 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

.....

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 for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

SECTION - 8 (PART – A)

BIDDER'S PROFILE & QUESTIONNAIRE
(To be filled in and submitted by the bidder)

A) BIDDER'S PROFILE:

1. Name of the Individual / Firm:
2. Present correspondences address:
.....
Telephone No., Mobile No., FAX No.
3. Address of place of Works / Manufacture:
.....
Telephone No., Mobile No., FAX No.
4. State the Type of Firm: Sole proprietorship / Partnership Firm / Private Limited Company
(Tick the correct choice)
5. Name of the sole proprietor / partners / VC(s) of Pvt. Ltd Co.:

S. No.	Name	Father's Name	Designation
1.			
2.			
3.			
4.			

6. Name of the person authorized to enter into and execute contract / agreement and the capacity in which he is authorized (in case of partnership / Private Ltd Company):
.....
7. Bid security :
8. Permanent Account No.:
9. NSIC/Uddyam Certificate No. Valid upto:
10. GST Registration No.
11. Annual Turnover of past three years as mentioned on letter head of CA
 - (a) Annual turnover for FY 2020-21 :
 - (b) Annual turnover for FY 2021-22 :
 - (c) Annual turnover for FY 2022-23 :
13. Work experience certificate (in the past 5 years) : Yes / No

If yes, kindly provide name and duration (From – Till)

.....
.....
.....
.....
.....
.....
.....
.....

14. Details of the Bidder's Bank for effecting e-payments:

- (a) Beneficiary Bank Name:
- (b) Beneficiary Branch Name:
- (c) IFSC code of Beneficiary Branch:
- (d) Beneficiary Account No.:
- (e) Branch Serial No. (MICR No.):

15. Whether the firm has Office / works (i.e. manufacture of the tendered item) in Kolkata. If so, state its Address

.....
.....
.....

B) QUESTIONNAIRE

1.0 Do you think any other detail / material is required to complete the work specified in the specification? Yes / No

1.1 If Yes, Give details:
.....

2.0 Do you think any other item of work need to be included in tender form to complete the work specified in the specification? Yes/ No

2.1 If Yes, Give details:
.....

3.0 Suggestion for improvement of the tender document:
.....
.....
.....

Signature of bidder.....

Date

Name of bidder

SECTION- 8 (Part-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 PR Agency 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 IIFT 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(K)/TENDER/PRA /2023-24, Dated :/...../2023 forms the integral part of this agreement.

SECTION – 9 (PART – A)

TECHNICAL BID LETTER

To,

**Assistant Registrar
Indian Institute of Foreign Trade (IIFT)
Plot No. 1583, Madurdaha, Chowbaga Road,
Kolkata – 700107**

Sub.: Tender for “Appointment of PR Agency for IIFT Kolkata Centre”

Ref.: Tender No.: IIFT(K)/TENDER/PRA/2023-24, Dated : .../.../2023

With reference to the above mentioned Tender for ‘appointment of PR Agency for IIFT Kolkata Centre’, we have read the terms and conditions in the Bid Document and accept the same and furnish the following documents :

- (a) Certificate(s) showing fulfilment of the eligibility criteria(s) stated in Clause 4 of the NIT. Viz;
- (i) Certificate for Incorporation of company / partnership deed
 - (ii) Certificate for company being in business for last 03 years
 - (iii) Work experience certificate from the concerned organization.
 - (iv) Annual Average Turnover Certificate for FY 20-21, FY 21-22, FY 22-23 from chartered accountant.
 - (v) Copy of PAN
 - (vi) 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.
 - (vii) Proof of payment of Bid security / EMD through NEFT/RTGS/valid Exemption Proof
 - (viii) All pages of Tender Documents duly signed and stamped.
 - (ix) Past work orders with completion certificates from reputed customers.
- (b) Documents (self-attested) stated in Clause-10 of Section-4. Viz;
- (i) Valid NSIC / Uddyam certificate, if any.
 - (ii) Article of Memorandum of Association & incorporation certificate or partnership deed or proprietorship deed as the case may be.
- (c) Undertaking & declaration duly filled & signed. (Section - 6A)
- (d) Near-Relation declaration duly filled & signed. (Section - 6B)
- (e) Declaration in respect of no addition / deletion / corrections in downloaded tender (Section 6C)
- (f) Certificate regarding restrictions on procurement from a bidder of a country which shares a land border with India (Section – 6D)
- (g) Bidder’s Profile & Questionnaire duly filled & signed. (Section - 8)

Date:

Yours truthfully,
Signature _____

Name _____

Address _____

Telephone _____

Seal of the firm _____

SECTION – 9 (PART – B)
FINANCIAL BID LETTER

From,

.....
.....

Bidder's Ref: No:, Dated

To

**Assistant Registrar
Indian Institute of Foreign Trade (IIFT)
Plot No. 1583, Madurdaha, Chowbaga Road,
Kolkata – 700107**

Ref.: Your Tender Enquiry No. IIFT (K)/TENDER/PRA /2023-24, Dated :/...../2023

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, offer to supply and deliver in conformity with the said 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 Bank for a sum @ 05% 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,

Dated : day of 2023

Signature

Name

Address :

Telephone :

Seal of the firm :

SECTION – 9 (PART – B)

PRICE SCHEDULE

**Name of Work : Appointment of Public Relation Agency for IIFT, Kolkata campus
Plot No. 1583, Madurdaha, Chowbaga Road, Kolkata – 700107.**

Sl. No.	Description	Amount	Taxes if any	Total amount including all taxes
1.	Charges for Public Relation Agency per annum as per the scope of work defined in Section - 3			

Note : (i) There is no hidden charges / cost to IIFT Kolkata.
(ii) There is no escalation in the prices.

Date :

Signature _____

Name _____

Address _____

Telephone _____

Seal of the firm _____