

Request for Expression of
Interest Selection of Consultants
towards
Planning & Execution of Risk Assessment and Disaster
Management System
at
Research & Innovation Park
Foundation for Innovation and Technology Transfer (FITT)
IIT Delhi
Notice Inviting RFP
Notice No. RFP/FITT/DMP/R&IPARK/2024/02

SECTION: I INSTRUCTION TO BIDDER (IB)

IB.1.

Foundation for Innovation & Technology Transfer herein after referred to as FITT invites tenders for imparting Consultancy on Disaster Management System and formation of Quick Response Team for inhouse Staffs and Officials of FITT posted at R&I Park'IIT Delhi as per detailed terms and conditions furnished in the different clauses of the bid document.

The details of R&I Park: - The building comprises of 2,10,000 Square feet of super build up area. The building has four blocks with three blocks having configuration of G+6 and one block having configuration of G+3.

Legal Mandate: - Section 11 of the DM Act 2005 mandates that there shall be a National Disaster Management Plan (NDMP) for the whole of India. The NDMP complies with the National Policy on Disaster Management (NPDM) of 2009 and conforms to the provisions of the DM Act making it mandatory for the various central ministries and departments to have adequate DM plans.

While the NDMP will pertain to the disaster management for the whole of the country, the hazard-specific nodal ministries and departments notified by the Government of India will prepare detailed DM plans specific to the disaster assigned. As per Section 37 of the DM Act, every ministry and department of the Government of India, be it hazard-specific nodal ministries or not, shall prepare comprehensive DM plans detailing how each of them will contribute to the national efforts in the domains of disaster prevention, preparedness, response, and recovery.

As per the mandate of the DM Act, the NDMP assigns specific and general responsibilities to all ministries and departments for disaster management. The DM Act enjoins the NDMP to assign necessary responsibilities to various ministries to support and implement the plan. Therefore, it is incumbent on all ministries to accept all the implicit and explicit responsibilities mentioned in the NDMP even if they are beyond what are explicitly mentioned in the normal rules of business. Disaster management requires assumption of responsibilities beyond the normal functioning. The NDMP will be complemented by separate contingency plans, SOPs, manuals, and guidelines at all levels of the multi-tiered governance system.

Agenda of Tender: -

- a) **Mitigation and Risk Reduction:** Disaster management focuses on mitigating the impact of disasters and reducing risks. By identifying potential hazards, assessing vulnerabilities, and implementing preventive measures, it aims to minimize the severity of disasters. This proactive approach helps to protect lives, infrastructure, and the environment.
- b) **Saving Lives:** The primary goal of disaster management is to save lives. It involves developing early warning systems, evacuation plans, and emergency response strategies to ensure that people receive timely assistance and can safely navigate through disasters. Effective disaster management can significantly reduce casualties and prevent loss of life.
- c) **Protecting Infrastructure and Assets:** Disasters can cause extensive damage to infrastructure, including buildings, roads, bridges, and utilities. By incorporating disaster-resistant designs, implementing construction codes, and practicing land-use planning, disaster management helps in safeguarding critical infrastructure and minimizing economic losses.
- d) **Ensuring Continuity of Essential Services:** Disasters can disrupt essential services such as electricity, water supply, communication networks, and healthcare systems. Disaster management emphasizes the development of resilient systems and infrastructure to ensure the continuity of these services during and after disasters. This enables communities to recover quickly and return to normalcy.
- e) **Economic Stability:** Disasters have significant economic consequences, including the loss of livelihoods, business closures, and increased public expenditure for recovery and reconstruction.

Effective disaster management reduces the economic impact by promoting preparedness, response, and recovery measures. It enables faster rehabilitation and reconstruction, facilitating the restoration of economic activities and minimizing long-term financial burdens.

- f) **Community Resilience:** Disaster management fosters community resilience by empowering individuals, organizations, and communities to prepare for and respond to disasters. It promotes awareness, education, and capacity-building initiatives to enhance disaster preparedness and response capabilities at all levels. Building community resilience not only helps during disasters but also improves overall disaster preparedness and response in the long run.
- g) **Environmental Protection:** Disaster management incorporates environmental considerations to reduce the impact of disasters on the environment. It emphasizes sustainable practices, ecological rehabilitation, and measures to minimize environmental pollution during and after disasters. By preserving natural resources and ecosystems, disaster management contributes to long-term environmental sustainability.
- h) Overall, the importance of building disaster management lies in its ability to save lives, protect infrastructure, ensure essential services, promote economic stability, foster community resilience, protect the environment, and facilitate international cooperation. By taking a comprehensive and proactive approach, disaster management plays a crucial role in reducing the impact of disasters and building sustainable and resilient communities.

IB.2. Eligibility Criteria and Technical Criteria:

A. Eligibility Criteria

1. The Bidder must comply with the “Mandatory Condition” as mentioned in **Annexure I**.
2. The Bidder should give a Self-Declaration Certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per **Annexure II**.
3. The bidder shall have experience in imparting Training in Govt.Department/PSU/MNC/Public Ltd Company / Autonomous Bodies/ 3 Star or above hotels, reckoned from the cut-off date for submission of RFP documents. in the last three years.
4. The Annual Turnover should be at least Rs. 50 Lacs during each of the previous three financial years (2021-22 to 2023-24). Copies of duly signed balance sheet / trading account / profit & loss accounts along with supporting document are to be submitted as per the **Annexure-III**.
5. The firm should be neither blacklisted, banned, debarred from participation in any Govt. organization across India in last three years nor any criminal case registered/pending against the firm or its owner/partners anywhere in India. A duly completed certificate to this effect is to be submitted as per **Annexure IV**.
6. The bidder should have successfully executed such Training Orders in at least one organization preferably in the Govt. Sector/ Central/State/UT/PSU”s during last three years. The firm should attach list of Orders/ certificate of satisfaction of Training/credentials where the work had been executed in the last 3 years. The details of the same along with supporting document are to be submitted as per **Annexure V**.

Note: It is strongly advised that the applicants should attend the pre-bid clarification/site visit. This would help them to align with expectations and better understanding of Scope of Work. Vendors having the required capability and possessing relevant experience of having served with government agencies or reputed private companies may respond to the RFP and should submit supporting documents in respect of eligibility criteria as per the defined timeline.

B. Technical Criteria (Coverage)

Bidders must cover all the scope of work & Training modules/topics for Training as mentioned under “Section-II” and must have following **pre-qualification criteria**:

PRE-QUALIFICATION CRITERIA FOR BIDDER: Agency/Institute/Organization must possess following pre-qualification criteria.

Pre-Qualification criteria	Documents required (Self Attested)
1. A) All Instructors/Trainers must be authorized by Govt. India Organizations in the field of Disaster Management/Risk & Vulnerability License holder /NDRF/NIDM Trained. <p style="text-align: center;">or,</p> B) The Faculty should possess technical qualification from any reputed University/Institute/Government Agency in the field of Disaster management.	1. Copies of authorization certificates/License issued by Govt. Organization or Qualification certificate from University/Govt. Agency -in the field of Disaster Management/Faculty / Instructors /Trainers, their CVs and experience certificates.
2. The firm should have experience in the field of Training & Development in Govt.Department/PSU/MNC/Public Ltd Company / Autonomous Bodies/ 3 Star or above hotels in India. They should have worked at least organization in the last 3 years.	2. Copy of Engagement Order received from different clients in this regard along with a certificate of satisfactory completion of the performance issued in favor of the Organization or in favor of any Faculty or Team involved in the job to be enclosed.
4. All training sessions must be Instructor lead having at least 1 year experience in the similar field of training.	

IB.3. Responsibility of Bidders:

1. It will be the sole responsibility of Bidders to determine and to satisfy themselves by such means as they consider necessary or desirable for all matters pertaining to this RFP including, in particular, all factors that may affect the cost, duration and execution of the work.
2. It must be understood and agreed that such factors have properly been investigated and considered while submitting the bid. Any claim, whatsoever, including those for financial adjustments to the submitted bid, once awarded under these documents will not be entertained by FITT. Neither any change in time schedule of the work order nor any financial adjustments, arising thereof, shall be permitted by FITT.
3. The Consultant shall be responsible for executing the work in accordance with all applicable norms, rules, regulations, and standards established by relevant authorities. This includes adhering to disaster management protocols and ensuring that all measures for prevention, mitigation, and response are effectively implemented.
4. The selected Bidder shall be responsible for obtaining all necessary certifications, approvals, and clearances from competent authorities as required for the execution of the work. This includes, but is not limited to, certifications related to disaster management, safety, and compliance with environmental regulations.
5. The selected bidder is responsible for obtaining certification from the central competent authorities confirming that the building complies with disaster management standards.
6. The Bidder shall ensure compliance with the established norms, rules, and regulations of the as per the scope of work and shall be liable for any deviations or non-compliance issues that arise.
7. FITT will not assume any responsibility regarding information gathered, interpretations or conclusions made by the bidder or regarding information, interpretation or deductions the bidder may derive from the data furnished by FITT.

8. The bid shall include all the information as per bid document. The bidder is expected to examine carefully all instruction, condition, forms, schedules, terms, Annexure, specification etc. in the bidding documents. Failure to comply with the requirement of bid submission will be at the bidder's own risk. Bids, which are determined to be not substantially responsive to the requirements of the bidding documents, will be rejected.
9. FITT Office shall have the authority to cancel the tender process if FITT does not find a suitable bidder/vendor. FITT shall have the right to call for fresh tender in these circumstances, where in prior bidder/vendor shall have the right to participate in the fresh process.
10. The bidder shall bear all the costs associated with the preparation and submission of bid and FITT in no case shall be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
11. The bid against the RFP should be delivered/dropped in the sealed tender box kept at R&I Park. The contact address is **R&I Secretariat, Foundation for Innovation and Technology Transfer, Indian Institute of Technology Delhi, Hauz Khas, New Delhi -110016.**
12. **Declaration For Signing Authority** The person, signing the tender on behalf of another person or on behalf of firm shall attach with tender a certified copy of the power of attorney on a non-judicial stamp paper of requisite value duly executed in his favor by such person or all the partners of the firm and must state specifically that he has authority to sign such tenders for and on behalf of other person or firm as the case may be, and in all matters pertaining to RFP including arbitration clause.

IB.4. Key Dates:

Schedule of Tender

Sl. No.	Activity	Date & Time
1.	Publishing Date	03/07/2024 at 1200 Hrs.
2.	Date of Pre-bid Discussion	09/07/2024 at 1100 Hrs.
3.	Bid submission end date	10/07/2024 at 1400 Hrs.
4.	Technical Bid opening date	11/07/2024 at 1500 Hrs.
5.	Financial Bid opening date	15/07/2024 at 1500 Hrs.

IB.5. Pre-Bid Discussion:

1. Pre bid discussion will be held in presence of authorized officer of FITT at **Research & Innovation Secretariat, Ground Floor, A- Block, Research & Innovation Park IIT' Delhi** as per schedule indicated in "**Key Dates Clause**" above to clarify the queries, if any, from the vendors in respect of tender. Interested vendors may participate (maximum two persons) in the said meeting for any such clarification.

IB.6. Clarification of Bidding Documents:

1.If there be any discrepancy or obscurity in the meaning of any clause of the bid document, such queries must be sent through email at our email id **ripark.iitd@gmail.com** at **least three days(03)** prior to the date of Pre-bid discussion. Such query received from vendors prior to pre bid discussion shall only be discussed in the pre bid discussion. No other query except to the ones through will be clarified during pre-bid discussion. If any changes are decided in pre-bid meeting the same will be uploaded in the website. RFP can also be downloaded from our website: <https://fitt-iitd.in/> and no other communication shall be entertained afterwards on the issues discussed in the pre bid meeting. The clarification given in pre-bid discussion shall be final and binding on the bidder.

IB.7. Amendment / Addendum of Bidding Documents:

At any time, prior to the deadline of submission of Bid, FITT may, for any reason, modify the Bidding Documents by issuing Addenda / Amendments and the same will be uploaded in the website <https://fitt-iitd.in/> only in due time. FITT shall not have any obligation to inform the vendor through any other mode of communication on the above.

IB.8.

A. Earnest money [Bid Guarantee]:

1. All bids must be accompanied with a refundable earnest money, as “Bid Guarantee”.

B. Earnest Money deposit (EMD) Bidder is required to deposit along with RFP Rs.10,000/- (Rupees ten Thousand only); in the form of demand draft in favor of **Research and Innovation Park, FITT IITD** payable at Delhi be submitted along with Technical Bid of the tender while submitting the tender.

C. Refund/ Settlement of EMD Amount:

- For unsuccessful bidders, EMD amount submitted against the tender shall be refunded post completion of tender process.
- For successful bidder’s EMD will be refunded from FITT authority after completion of work order and following due procedures.

IB.9. Signing of Bids:

1. The bid shall be downloaded from the website <https://fitt-iitd.in/> and shall be signed by a person / person duly authorized by the bidder.
2. To be qualified for evaluation and finalization of RFP, Bidder/ Bidders shall submit a written power of attorney, authorizing the signatory of the Bid to act on behalf of the Bidder in the form & manner which is acceptable by FITT.
3. All the pages of the bid and where, entries/ amendments have been made, shall be signed by the person/persons signing the bid.
4. The complete bid shall be without alterations, interlineations or erasers, except those to accord with instructions issued by FITT or as necessary to correct errors made by the bidders, in which case such corrections shall be initiated by the person/persons signing the bid. Bids not duly signed shall be treated as cancelled.

IB.10. DOCUMENTS CONSTITUTING THE BID to be submitted:

a) Techno-commercial folder (Cover):

i. “EMD”:

Copy of document (**duly filled Annexure VI**) in support of payment of EMD in favour of FOUNDATION FOR INNOVATION & TECHNOLOGY TRANSFER.

ii. “Mandatory Condition”: Duly Completed copy of **Annexure-I**.

iii. “Annexure”: Duly Completed copy of **Annexure-II, Annexure-III, Annexure-IV, Annexure-V, along with supporting documents.**

iv. “Certificate /Credentials”:

- Copy of authentic authorization certificate/License in support of Pre-Qualification Criteria as mentioned in the Annexure I attached.
- Copy of orders issued by the Clients along with certificate of satisfaction of Training/credentials where the work had been executed in the last 5 years, issued in favor of the Organization or in favor of any Faculty or Team involved in this type of Training job.
- Certified copies of the CVs with credential/achievement/accreditation if any in regard to faculties/Trainers/Team who would be entrusted by the bidder for all the modules of above Training.
- Copy of **relevant documents supporting the existence of an office in Delhi.**

b) Financial Folder (Cover):

(i) “BoQ”: Financial Bid is to be filled with all relevant information with sign and sealed.

(ii)The priced BoQ should be submitted strictly as per the format available with the tender as per Annexure VIII failing which the Offer is liable for rejection (renaming or changing format of BoQ sheet (file) will not be accepted).

(iii)Vendors should quote process in BoQ only, offers indicating rates anywhere else shall be liable for rejection.

IB.11. Conditional and incomplete tenders are liable to summary rejection.

IB.12. No price preference will be allowed to any tenderer based on the size of the industry or its geographicallocation. Co-operative Society will not be considered with separate status.

IB.13. Late Submission of Bid:

Bidder shall take all possible measures to submit the bid within the schedule date & time at specified location prescribed elsewhere in the bidding document. Late submission of bid for whatever reason shall not be accepted.

IB.14. Opening and evaluation of tender:**1. Opening of Technical Proposal (Techno – Commercial Bids):**

- Technical proposals will be opened by the Tender Inviting Authority or his authorized representative.
- Technical proposals for those tenderers whose original copies of DD/BG towards EMD have been received will only be opened. Proposals corresponding to which original copy of DD/BG towards EMD has not been received, will not be opened and will stand rejected.
- All bids found to be responsive as regards **Clause IB.10 (a)** will be examined. Bids which do not satisfy the “**Clause IB.10 (a)**” will not be considered for technical evaluation.
- The bidder shall not take any commercial deviation from the stipulation of Bid document. If the bidder takes any commercial deviation, his Bid may be liable for rejection.
- Techno-commercial deviations will not be considered in any circumstances. Negative deviations will not be accepted in any circumstances and shall be considered as non- responsive and shall be liable for rejection.

2. Opening of Financial Proposal (Price Bids) :

- Financial proposals submitted by the tenderers in the prescribed format (**ANNEXURE-VIII**) and declared techno-commercially eligible, will be opened by the Tender Inviting Authority.
- No deviation in any form in the price-bid sheet is acceptable.
- The Tender Accepting Authority may ask any of the tenderers to submit analysis to justify the rate quoted by that tenderer.
- For any discrepancy in the amount of figures and words, the quoted amount in figure will prevail.

3. Evaluation and Comparison of Bids (Price bids):

On examination of documents submitted under different covers, FITT will evaluate and compare the bids determined to be substantially responsive at each step.

4. Evaluation of bid shall be made on the price of all the modules as mentioned under Section-II.**5. The Commercial Bid with the lowest price will be the highest evaluated bid.**

FITT shall however consider placement of order on the qualified Bidder, whose offer is found to be most suitable in all respect that includes Price, Time period for covering the entire Topics as mentioned in “Section-II”, Faculty/Trainer/Instructor Feedback of the Training already imparted apart from their previous performances in the similar industry/industries in India.

IB.15.a Time Schedule:

The basic consideration and essence of the RFP shall be strict adherence to the time schedule specified in the work order to be issued by FITT.

IB.15.b Validity of Work order:

The deliverables/scope of work must be completed within 8 weeks from the date the work order is awarded.

IB.16. Price:

1. Price offer shall be submitted in the prescribed format only.
2. No deviation in any form in the Price Bid Sheet is acceptable subsequently the entire Tender process of the Vendor shall be cancelled.

IB.17. Taxes, Duties and other levies:

Only GST as applicable shall be paid extra.

IB.18. Statutory Obligations:

All statutory obligations as per law of the land are to be complied.

IB.19. Issue of Order:

FITT will award the work order to the successful bidder whose bid has been determined to be substantially responsive and has been determined the lowest priced bid, provided further that the bidder is determined to be qualified to perform the work order satisfactorily. FITT shall be the sole judge in this regard.

IB.20. Acceptance of Order:

The successful bidder shall submit written unconditional acceptance of Purchase Order within 5 (Five) days from date of issuance of the same. Submission of conditional acceptance of Purchase Order shall be treated as non-compliance of this clause and subsequently the order may be awarded to the next successful bidder (L2).

IB.21. Right to reject Bids:

FITT reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of Purchase Order, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders the reason for FITT's action.

IB.22. Conflict of Interest:

The Bidder shall not have a Conflict of Interest that may affect the Tendering Process. Any Bidder found to have a Conflict of Interest as per the following reasons, shall be disqualified. In the event of disqualification, the Bid Security of the bidder shall be forfeited for the time, cost & effort of the Authority including consideration of such Bidder's Proposal, without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise. Any bidder found to have a conflict of interest if his near relative is posted as an employee/ officer in any capacity in FITT, who is associated with the Tender inviting Authority or vice versa.

Any bidder found to have a conflict of interest if any employee of the bidding firm/company has or develops a financial or other interest with any employee / officer of FITT associated with the Tender inviting Authority during the execution of the Work order or vice versa.

Any bidder has a relationship with another bidder/bidders directly or through common third parties that puts them in a position to have access to each other's information about or to influence the tendering processes of either or each of the other bidder.

IB.23. Settlement of Disputes:

In case of any dispute arising out the work order, the same should be settled through meeting between the FITT and the contracting agency at the appropriate level. The necessary judicial affairs and/or Court Case shall be exclusively within the jurisdiction of New Delhi only.

IB.24. Communication:

The successful vendor, for communicating with FITT, for this job may use the following modes. Telephone – Bhupander Kumar – 9911954868

IB.25. Representative of Vendor:

1. The successful vendor is required to nominate one officer exclusively for this project/program from commencement to completion as a Nodal Officer **to be stationed at Delhi**, with whom FITT will contact on all matters related to this order.
2. The vendor has to specifically furnish to FITT, the name, designation, Telephone no. including mobile no., email address of such person.

SECTION: II
Scope of Work

SL. NO.	DESCRIPTION OF TRAINING AREA/MODULE	DETAILS OF THE MODULE TO BE COVERED (SCOPE OF WORK ARE MENTIONED IN SECTION –II AND IN SECTION –III CLAUSE GCC.1 & GCC.2. ALL PRACTICAL DEMONSTRATION/MOCK DRILL/SIGNAGE/RVA/EVACUATION PLAN ETC & ANY OTHER MATERIAL ARE TO BE ORGANIZED/CONDUCTED BY THE VENDOR WITH ARRANGEMENT OF ALL APPARATUS/TOOLS/ACCESSORIES.
1	Scope of Work	<ul style="list-style-type: none"> ➤ Rapid Visual Assessment (RVA) of entire Building. ➤ Hazard Identification (if any) in the compound and recommendation to mitigate the effect. ➤ Identification of Accident-Prone Area and recommendation to reduce risk. ➤ Plan of Composition of different teams with task force. ➤ Preparation of Evacuation Map/Plan (Floor wise) should be in fluorescent material with identification of location, assembly area and evacuation path to be followed should be highlighted in entire FIIT buildings. ➤ Installation of self-lighted or fluorescent signage for evacuation. ➤ Documented Disaster Management Plan with Roles, Responsibilities and Authorities. ➤ Plan of different Disaster Scenarios such as fire, earthquake etc. ➤ Plan of Mock Drill and brief simulation plan for staff members. ➤ Format for recording the simulation exercise and drafting the minute of the simulation exercise. ➤ Training on First-Aid, Basic Lifesaving Techniques, Use of Fire-Extinguishers, Search & Rescue Techniques of adequate number of employees. ➤ Carry out mock drills for entire building under different Disaster Scenarios. Disaster Management Training to all occupants/employees. ➤ Submission of Disaster Mgt. Plan for R&I Park as per NDMA Guidelines & other order & rules on this subject. ➤ Four training sessions along with the mock drills are required on a quarterly basis within a span of one year to cover all the modules specified in Section-II. First Training session for all the modules under will be scheduled as soon as the work order is finished.

Note: - FITT reserves the right to request any services within the scope of work or additional services related to the Disaster Management Plan following the completion of the work order from the selected bidder, based on a quotation basis.

SECTION: III

GENERAL CONDITIONS

GC.1. General Terms:

- (i) Vendors have to arrange audio visual system for imparting Theoretical Training at R&I Park at their own cost.
- (ii) All trainees shall be provided soft copy of the training materials including videos of Mock Drills by the vendor.
- (iii) The training shall be combination of theoretical and practical demonstration with mock drill.
- (iv) Training should be in English language.
- (v) Each and every trainer shall have the industrial training experience of providing Training on Disaster Management in at least one organisation during **last three years**.
- (vi) Training shall be imparted by the agency normally from 10 AM to 5.30 PM **in working days with reasonable break for lunch**.
- (vii) One course Coordinator shall be there from the end of vendor and one **Nodal officer** from FITT.
- (viii) The bidder has to furnish all the information as required regarding their offer.
- (ix) Quotation from any sub-vendor will not be entertained.
- (x) The bidder shall satisfy FITT with his ability to complete the works positively within the stipulated time.
- (xi) All correspondence, documents and Bid, exchanged between the Bidder and FITT shall be written in English language. Failure to comply with this request may disqualify a bidder.
- (xii) The Company reserves the right, to reject any or all the tenders, at its discretion, without assigning any reason whatsoever.
- (xiii) FITT won't take any responsibility to keep /store for the materials/equipment's apparatus or tools & tackles etc. under its custody. The Agency/Vendor/Company shall keep preserve /store their materials under their sole responsibilities.
- (xiv) *Course module may be redesigned under mutual agreement time to time based on the needs of the company without affecting the cost part.*

GC.2. Validity of the offered rate:

Rates quoted by the Bidders shall remain firm and valid for three months.

GC.3. Cancellation/Termination of Order/Penalty:

FITT shall have the right to repudiate the work order if the work is not completed within schedule completion time as per "Time Schedule" and "Completion Time" Clause. The following causes may also lead to cancellation of Order.

1. Non acceptance of Order as per "Acceptance" clause.
2. If failed to implement the project.
3. Unsatisfactory performance of Faculty/Trainer/Vendor.
4. In each above cases 7 days termination notice shall be issued prior to termination of Work order and FITT shall have the right to impose **penalty. Maximum penalty shall be limited to the deduction of the whole course fee of the said programmed only for which the performance is unsatisfactory** from the pending bill(s) which may be lying with FITT.

GC.4. Arbitration & Legal Jurisdiction:

1. During execution of this work order, if any dispute arises thereby, shall be settled amicably between FITT and the work order awarding Agency/Company/Firms/Society etc. to the extent possible.
2. All disputes or differences in respect of which the decision if any has not become final shall be settled by arbitration in accordance with the provisions of the Arbitration and Conciliation Act – 1996 or any statutory modification thereof. The venue of Arbitration shall be New Delhi only.
3. The necessary legal matters and / or court case shall be exclusively within the jurisdiction of New Delhi only.

GC.5. Risk Purchase / Performance:

Adherence to time schedules mentioned in the foregoing clauses shall be deemed as the essence of work order and if the vendor fail to perform within the periods prescribed for such work in the submitted rate, FITT shall be entitled to execute the job through the best and nearest substitute available elsewhere on the account and at the risk of the contracting agency or to cancel the work order and the contracting agency shall be liable to compensate for any loss or damage which FITT may sustain by reason of such failure on the part of the Contracting Agency.

GC.6. Liquidated Damage:

The timely completion of entire project is the basic consideration and essence of the work order and FITT reserves the right to repudiate the work order if the successful bidder fails to complete the work within stipulated period for completion. However, the ordering authority may at his discretion waive this condition with imposition of liquidated damage indicated herein below:

1. In case of delay in starting the work, Company reserves the right of imposing penalty @ 0.5 % per week on the overall value subject to maximum 10 % of the total estimated cost of work order.
2. Liquidated Damage, if applicable during work order period, will be recovered from any outstanding bills / Security Deposit lying with FITT.

GC.7. Force Majeure:

Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party. Force Majeure shall mean fire, flood, natural disaster, Lock down due to pandemic situations or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e., beyond the control of either party.

GC.9. Submission of bills for payment:

1. Terms of Payment: No advance payment will be made against the Work order in any circumstances.
2. Payment will be made post completion of work order and certification for DM complied certificate from the central competent authorities.

GC.10. Price:

1. All prices should be given although evaluation will be made on total price of all items. Incomplete or partial quotation will not be accepted and shall be liable to be rejected.
2. Price should be quoted in the Price Bid Sheet (**BoQ**) as per format. No deviation in any form in the Price Bid Sheet(s) is acceptable.

GC.11. FITT Personnel for Liaison:

1. **Controlling Officer:** Facility Manager

Annexure - I

Mandatory Conditions:

Sl. No.	Requisite Credentials	Supporting Documents to be submitted	Submitted (Yes / No)
1.	Self-Declaration Certificate for acceptance of all terms & conditions of tender documents.	A duly completed certificate as per Annexure II	
2.	The bidder should be registered either under the Companies Act, 1956 (substituted by Companies Act 2013) or a partnership firm or a firm of individual or a registered Society or a LLP for more than 3 (three) years ending 31.03.2024.	Certificate of incorporation as a Company under Companies Act. or a registered partnership deed with their valid trade license as the case may be. And in case of other agencies/Societies/LLPs etc., they would be bound to submit their documents against their status.	
3.	Annual Turnover details of Rs. 50 lacs in the previous three Financial Years (2021-22 to 2023-24) (Exempted for MSMEs)	Copies of duly signed balance sheet / Trading account / profit & loss accounts along with supporting document & a duly completed certificate as per Annexure-III . (MSME certificate to be submitted for Exemption & wherever applicable)	
4.	The bidder should not have been blacklisted from any Govt. organization across India in last three Years	A duly completed certificate as per Annexure IV	
5.	The bidder must have a) Trainers/Instructors/Faculty having authorisation certificate from Govt. of India Organisations in the field of Disaster Management/Risk & Vulnerability Licensed holder/NDRF Trained b) Trainers/instructors having proficiency and experience for at least 03 years in working and imparting training on various modules as mentioned under “Section-II”	Copies of authorization certificates/License issued by Govt.of India Organisation-in the field of Disaster Management & details of Instructors/Trainers/Faculty along with their CVs and experience and performance certificates.	
6.	The firm should have experience in the field of Training & Development in Govt./PSU/Reputed private Sector in India. They should have worked at least one organizations in the last 5 years.	Copy of Engagement Order received from clients in this regard along with a certificate of satisfaction for the performance issued in favour of the Organization or in favour of any Trainer or Team involved in the job as per Annexure V	
7	The bidder should have at least one office in Delhi.	Relevant Documents like Trade License/Permanent GST Registration certificate or any document issued by Govt.authority supporting the existence of an office in Delhi.	

Sl. No.	Requisite Credentials	Supporting Documents to be submitted	Submitted (Yes / No)
8	Must Comply with all statutory obligations.	Copy of PAN Card	
		Copy of GSTIN Registration Certificate	
		Copy of Registration Certificate	
		P Tax if applicable	
		Trade License details	
		Bidder's Address Proof	
9	Earnest Money Deposit	Detail in annexure VI	
10	Technical Coverage	Duly completed Scanned PDF copy of undertaking with Authorization certificates, CVs Experience and Performance certificates of Trainers/Instructors and credentials as per Annexure I, V & VII	

Annexure II

To,
The Managing Director
FITT,
Deans Complex IIT Delhi
Hauz Khas New Delhi - 110 016, India

Sub: Self Declaration Certificate.

Ref: Tender Notice No. _____ dated _____
For Selection of Consultants towards Planning & Execution of Risk Assessment and Disaster Management System at Research & Innovation Park Foundation for Innovation and Technology Transfer (FIIT) IIT DELHI]

Dear Sir,

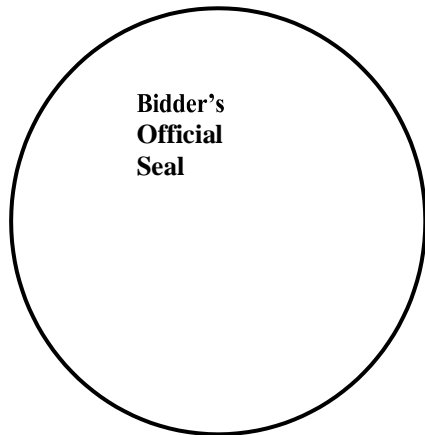
With reference to the above, I am/ We are offering our competitive bids for imparting **selection of Consultant towards Planning & Execution of Disaster Management System at R&I Park' IIT Delhi**, I / We hereby reconfirm and declare that I / We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, **Training modules to be covered (Section- II)** and all the contents stated therein.

I / We also confirm that the rates quoted by me / us are inclusive of (i) Faculty/Trainer fees/charges, (both theoretical and practical demonstration/Mock Drill (ii) Equipment and accessories required for trainings/demonstration /mock drill etc. (ii) Purchase of Printing materials and any other apparatus as required for the Training (iii) other incidental charges (if any) (v) Providing Training materials. Applicable Taxes like GST are mentioned in the BoQ.

Date:

Place:

Seal:



Authorized Signatory
Name: Designation:
Contact No.:
Email ID:

Annexure III

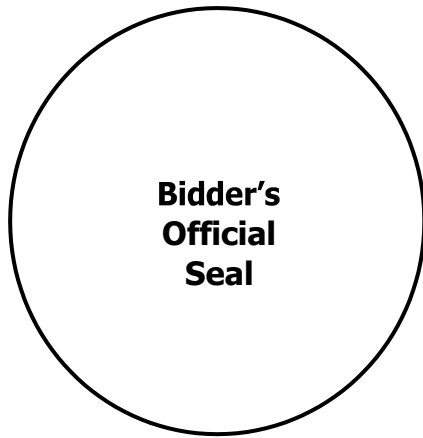
Annual Turnover Details:

Evaluation Criteria		Remark
Bidder's Annual Turnover for last three financial years	Financial Year	Turnover in Rs.
	2021-2022	-
	2022-2023	Supporting Documents are to be attached along with the Annexure - III
	2023-2024	

Date:

Place:

Seal:



Authorized Signatory

Name:

Designation:

Contact No.:

Annexure IV

CERTIFICATE

(to be provided on letter head of the firm)

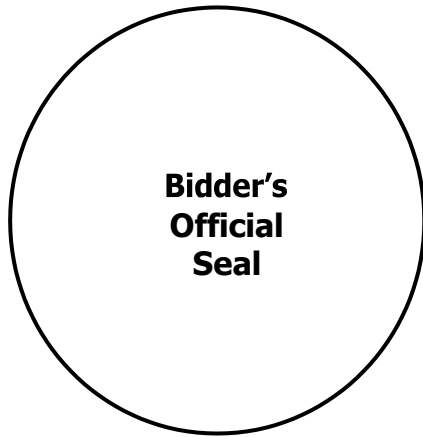
I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case ata later date it is found that any details provided above are incorrect, any work order given to the above firm may be summarily terminated and thefirm blacklisted.

Date:

Place:

Seal:



Authorized

Signatory

Name:

Designation:

Contact No.:

Annexure V

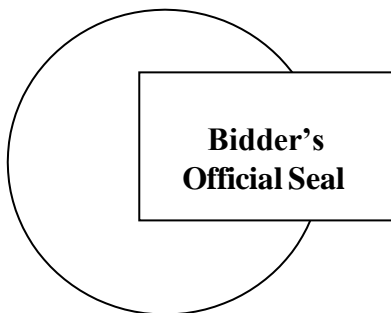
Authorisation and Work Order Details:

Sl. No.	Evaluation Criteria	Name of the Client with Ref. No. /Order No. & date	Remark
1	Authorisation and Experience Details of Trainers/Instructors/Faculty Members		Physical Copies of authorization certificates/License issued by Govt. of India Organization-in the field of Disaster Management etc. as mentioned in Annexure -I & details of Instructors/Trainers/Faculty Members along with their CVs And experience and performance certificates are to be attached along with the Annexure-V
2	List of Order where the similar type of Training executed by the Vendor during the last five (03) years		Physical copy of orders issued by the Clients along with certificate of satisfaction of Training/credentials where the work had been executed in the last 3 years, issued in favour of the Organization or in favour of any Faculty/Trainer or Team involved in this type of Training job are to be attached along with the Annexure-V

Date:

Place:

Seal :



Authorized Signatory

Name:

Designation:

Contact No.:

ANNEXURE - VI

To,
The Managing Director
FITT,
Deans Complex IIT Delhi
Hauz Khas New Delhi - 110 016, India

Sub: Earnest Money Deposit (EMD) Details

Ref: Tender Notice No. _____ **dated** _____

[For Selection of Consultants towards Planning & Execution of Risk Assessment and Disaster Management System at Research & Innovation Park, Foundation for Innovation and Technology Transfer (FIIT) IIT DELHI]

Dear Sir,

Earnest Money of Amount Rs. **10000/- (T e n thousand rupees only)** has been deposited..... **The reference no. of Transaction is**.....

Thanking you,

Yours faithfully,

(Authorized Signatory with Seal and date)

Annexure VII

To,
The Managing Director
FITT,
Deans Complex IIT Delhi
Hauz Khas New Delhi - 110 016, India

Sub: Self Declaration Certificate

Ref: Tender Notice No. _____ **dated** _____

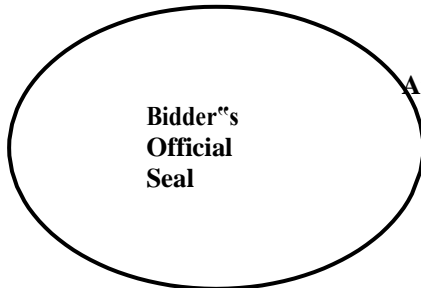
[For Selection of Consultants towards Planning & Execution of Risk Assessment and Disaster Management System at Research & Innovation Park Foundation for Innovation and Technology Transfer (FIIT) IIT DELHI]

Dear Sir,

With reference to the above, I am/ We are offering our competitive bids for imparting **selection of Consultant towards Planning & Execution of Risk Assessment & Disaster Management System at R&I Park IIT Delhi**, I / We hereby reconfirm and declare that we have authorized/Licensed and experienced Team (whose CVs, experience & performance certificates are attached herewith) to provide quality Training in all the modules as mentioned under "Section-II" and will also provide all sorts of equipment tools & accessories required for practical demonstration & mock drill during the training.

Encl:-CVs & Certificates of the Faculty/Trainers & Instructors.

Date:
Place:
Seal:



**Bidder's
Official
Seal**

Authorized Signatory
Name: Designation:
Contact No.:
Email ID:

Annexure VIII

Name of the Bidder/ Bidding Firm/ Company:

Sl. No.	Item Description	Item Code / Make	Quantity	AMOUNT Without Taxes	GST %	GST AMOUNT	AMOUNT With Taxes	AMOUNT In Words
				Rs. P		Rs. P	col (8) = sum of (5) & (7) Rs. P	
1	2	3	4	5	6	7	8	9
1.01	Consultants towards Planning & Execution of Risk Assessment and Disaster Management at Research & Innovation Park Foundation for Innovation and Technology Transfer (FIIT)' IIT DELHI (Charges for Theoretical, Practical demonstration, Training and mock drill, RVA, Evacuation plan etc. as stated in the tender document to cover all the modules as mentioned in "Section-II" in three days inclusive of all other cost as mentioned in GENERAL CONDITION (GC.2a) and in Annexure -II.	Item1	1.00			0.00	0.00	INR
Total in Figures								
Quoted Rate in Words								