

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL
(An Autonomous Institute under MoEF&CC, Govt of India)

Tender Document
for
ENGAGEMENT OF PUBLIC RELATIONS AGENCY
(Revised)

S.N.	PARTICULARS	DATE
1	FLOATING TENDER DOCUMENT	31-10-2022
2	CLOSING OF TENDER DOCUMENT	21-11-2022
2a	EXTENDED DATE UPTO	30-11-2022
3	OPENING OF TECHNICAL BID	01-12-2022
4	OPENING OF FINANCIAL BID	WILL BE DECLARED LATER

1. Expression of Interest data sheet

Expression of Interest number	IIFM/PUR/TENDER/PR/2022-23
Date	31-10-2022 Corrigendum Issued on 21-11-2022
Issue of Expression of Interest of PR	Expression of interest documents/ forms can be downloaded from the Institute's website http://www.iifm.ac.in
Last Date and time and submission expression of interest by Post	21-11-2022 (Extended up to 30-11-2022)
Opening of Expression of interest	01-12-2022 at 3.00 pm
Contact Official	Dr Anup Prakash Upadhyay, CAO, IIFM, Bhopal.
Contact Address	Indian Institute of Forest Management, Nehru Nagar, Bhopal, Madhya Pradesh, PIN 462003
Contact Phone numbers	+01-755-2775716, 2773719, 2766603, 2761731, 2775703
Contact e-mail	cao@iifm.ac.in
Institute website	http://www.iifm.ac.in

1. Introduction

Indian Institute of Forest Management, Bhopal (IIFM, Bhopal) is an autonomous institute under the aegis of Ministry of Environment, Forest & Climate Change (MoEF&CC), Govt of India. Apart from regular Management Development Programmes (MDPs), Research and Consultancy Activities, it conducts post-graduate educational programmes like Post Graduate Diploma in Forestry Management (PGDFM), Post Graduate Diploma in Sustainable Management (PGDSM), FPM Programme etc.

2. Scope of work

- a) Handling the public relations, corporate communications, digital marketing, Strategic media outreach for IIFM-Press release, media interaction, media visits to the campus, support for major events such as placement, admissions, convocation, foundation day, alumni engagement etc. for media outreach, Social media outreach- including management and monitoring of LinkedIn, Facebook, You Tube, Twitter, Instagram etc. This will include infographics, graphs, short videos, run campaigns on special occasions such as placements, admissions, convocation, foundation day etc.
- b) Creative part of managing IIFM website Webpages and accuracy and attractiveness of Contents
- c) Proofreading and editing, Implement Search Engine Optimization (SEOs) for website and Social Media Using analytics (Google, Facebook and other social media management tool) for effective social media presence and positive brand image of IIFM, Create and control the content calendar, Liaise with internal teams such as clubs, committees, cells, programmes, externally funded projects, theme based events etc., for content creation and management. Liaise with in-house designers and photographers, to produce creative assets and to share on different media channels.
- d) Copy-edit manuscripts and reports, for focus, coherence, logic, consistency, and flow.
- e) The news distribution should include print, electronic, regional media and online media including international media outreach. The focus must be to achieve a Pan-India reach. In case of regional media news distribution, the agency must provide translation service from the agency's end. The agency must develop a media list covering all media – Print, Electronic, and Online – with journalists covering management education, start-ups, entrepreneurship, innovation, design thinking, public policy, sustainability, SDGs. The media list must be updated and shared with the institute on a regular basis for all key metros and other cities. For

Internal Communications: Update IIFM community, including faculty, staff, associates, and residents with Institute's news and activities.

- f) Build relationships and contacts with relevant print, broadcast, and online journalists in India and overseas. Employ multiple media (print, television, electronic, social, personal) to communicate in coherent and integrated manner. Respond, or ensure that appropriate person(s) respond, to enquiries received from press or public or lying in public domain affecting IIFM reputation. Review IIFM's work and research regularly to identify possible stories, and undertake proactive media engagement, including writing press releases and pitching feature articles. Arrange media interviews for IIFM faculty and administration and draft briefings for them, when appropriate.

2 A **Agency Reporting and Monitoring / Measuring Outcomes**

- The agency will work under the guidance of IIFM Brand Council
- The agency will submit a detailed analysis of the coverage garnered for the Institute in national media and other online media, and its impact on a monthly, quarterly and annual basis.
- The agency will continuously monitor the media for ensuring the presence of IIFM, Bhopal in management education industry stories- Media Scanning/ Feedback: Maintain-media watch/media intelligence for any development that may impact IIFM, Bhopal.

3. **General Terms and Conditions:**

01. All rules laid down in the General Financial Rules 2017 and the Manual of Procurement 2017 issued by the Department of Expenditure, Ministry of Finance, Government of India will be applicable to this tender.
02. The estimated value of this work is Rs.21,60,000 (Rupees twenty one lakh sixty thousand only) for the first year and can be revised upward on mutually accepted terms to accommodate the inflation and additional PR activities, if required by the Institute.
03. The tenderer should submit all required documents asked for in the Technical Bid format, failing which the Tender will be rejected.
04. The rates quoted should be indicated in figures as well as in words and there should not be any overwriting as far as possible. Overwriting, if any, should be initialled and office seal affixed.

05. Interested PR Agencies may submit their offer/quotation in a sealed envelope superscribing as "Quotation for PR Services at IIFM" containing two separate envelopes, one marked as "Technical Bid" and other as "Financial Bid" in the prescribed format attached as Annexure I and Annexure II. Each page of bid document should be properly filled, duly signed and put in a sealed envelope.
06. The quantities specified are only indicative and for the purpose of estimate only. The institute shall be at liberty to vary (delete/reduce/increase) the quantum of the item. Also the Institute has the full right to order or not to order the item to the successful Tenderer.
07. The rates quoted (In Indian Rupees) for each item should be inclusive of all cost of material, labour charges, supply and installation at IIFM. No concessional forms will be issued for any tax rebate. GST as applicable at the time of billing will be paid in addition to the quoted price as per Government norms.
08. The Director, IIFM, Bhopal reserves the right to accept or reject any or all the offers in full or apart or to waive off any formality, minor deviations and omissions without assigning any reason(s) or to cancel the tender in whole. The Institute reserves the right to reject conditional Tenders and also relax any conditions of Tender at its discretion.
09. Submission of offers shall be treated as the acceptance of Terms and Conditions of Tender and any counter terms shall not be accepted.
10. **Bid Security :-** The Bid should accompany with a Bid Security amounting to Rs.43200 (2% of the estimated value of the work). Or else, the tenderer can submit a declaration as per GFR 2017 Rule No.170(iii) (Format given in Annexure II).
11. **Performance Guarantee:-** The successful bidder should submit a Performance Guarantee amounting to Rs.1,08,000 (Rupees one lakh eight thousand only or 5% of the work value; whichever is more along with the agreement in a **Rs.100** non-judicial stamp paper.
12. Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, or does not supply the aforesaid items within the stipulated period, the aforesaid EMD will be forfeited.
13. The rates quoted by the bidder shall remain firm till the completion of the job and price variation shall not be entertained.
14. **Breach of Terms and Conditions:** In case of breach of any of terms and conditions mentioned above, the Director, IIFM will have the right to cancel the work order without

assigning and reason thereof, and reserves the right to procure the items mentioned in the purchase order from alternate sources and their extra cost incurred thereof, if any, shall be recovered from the successful bidder and nothing will be payable by this Institute in that event and the security deposit in the form of performance Bank Guarantee shall be encashed.

15. The tender is not transferable. The firm shall not assign or sublet the work or any part of it to any other person or party.
16. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
17. In case of non-compliance of the work order after entering into Agreement or withdrawal of the offer after submitting tender, the EMD/Security Deposit will be forfeited and the party will be black listed for 3 years. Also, further action shall be taken at the costs of the Party.
18. The Institute is not in any way bound to accept the lowest or any quotation and reserves the right to accept any quotation in whole or any part of the quotation or portion of the quantity offered and reserves the right if required to negotiate with any or all the Tenderers without assigning any reason(s), whatsoever.
19. The Tenderer should have its own establishment, which can be inspected at call by IIFM, before finalization of the Tender.
20. The Institute has the right to retain the rates of L-1 to L-3 parties as deemed fit.
21. Validity of this Tender will be 3 months from the date of submission of the Tender.
22. If the last date of receipt and opening of the Tender happens to be a declared holiday by unforeseen circumstances, the Tender will be received and opened on the immediate next working day.
23. A self-declaration, declaring the bidder has not been blacklisted by a Central/State/Local Government Organisation/Academic Institution/PSU to be submitted.
24. IIFM requires that the bidders who wish to bid for this work have highest standards of ethics. IIFM reserve the right to reject a bid if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this contract. IIFM may declare a vendor in-eligible, either indefinitely or for a stated duration, to be awarded a contract if it at any time determines that the vendor has engaged in corrupt and fraudulent practices during the execution of the contract.

25. In case of any ambiguity/dispute in the interpretation of any of the clauses in this tender document, interpretation/decision of the Director, IIFM shall be final and binding on all parties.

26. Data Security: The Bidder shall use inputs provided by IIFM Bhopal solely for performing its obligations under this Contract, and will not, at any time, transfer, save, download, print, disclose, or in any other way use the inputs other than as directly required for the provision of the services under this Contract or as directed by IIFM Bhopal in writing. The Bidder undertakes not to, in any manner, claim all or any part of the IPR or commercially exploit all or any of the proprietary rights generated and developed by IIFM Bhopal as vested whether trademarked, copyrighted or not. In event of any dispute or difference arising out of or in connection with the Contract including the interpretation of its clauses or any other matter arising out of the Contract between the Parties, the same shall be resolved by mutual discussion and if any dispute or difference arising out of this Contract or interpretation of the Contract or any other matter related to it. If the contract still remains unresolved; it shall be then referred to the Sole Arbitrator who shall be appointed by the Director, IIFM Bhopal alone.

4. SPECIFIC TERMS AND CONDITIONS OF TENDER

Following are the requirements:

- A. The Public Relation (PR) Agency having experience in handling the public relations, corporate communications, digital marketing etc. functions in the context of an academic institutions preferably a national higher education institution with 5-10 years of experience and having qualified and experienced professionals on its roll are invited to provide PR services for Brand IIFM and its academic activities as follows:
 - a) Strategic media outreach for IIFM-Press release, media interaction, media visits to the campus, support for major events such as placement, admissions, convocation, foundation day, alumni engagement etc. for media outreach.
 - b) Social media outreach- including management and monitoring of LinkedIn, Facebook, You Tube, Twitter, Instagram etc. This will include infographics, graphs, short videos, run campaigns on special occasions such as placements, admissions, convocation, foundation day etc.
- B. The PR Agency must have at least 2 (two) years experience of providing PR support to National Level Higher Education Institutes.
- C. The average Annual Turnover of the PR Agency during the last three financial years should be at least Rs.100 lakh

- D. The PR Agency must provide detail profile of its human resource both in terms of education qualification, work experience relevant to this assignment.

The relevant experience of the PR Agency and its key personnel will be major criteria for evaluation of the agency for this assignment.

5. Service Execution Procedure

- a. Upon award of the contract, the contractor will submit the agreement as per tender document in a Rs.100/- non-judicial stamp paper along with the Performance Guarantee as mentioned in Clause 3(11).
- b. Satisfaction certificate should be obtained by the contractor from the Chairperson (Media Cell) or the Manager in charge of Media Cell before raising the bill to the Institute.

6 Evaluation of the Technical Proposal

6A. Pre-Qualification Criteria:

Following criteria prescribed as the 'Pre-Qualification' Criteria for bidder interested in undertaking the assignment shall be applicable.

The bidder shall fulfil all the following pre- conditions and must also submit documentary evidence in support of fulfilment of these conditions while submitting the bid. Claims without documentary evidence will not be considered.

- (a) The Bidder should give self-declaration certificate duly filled as per the Annexure-II.
- (b) The agency must have PAN India presence and branch/local offices at minimum two places at these locations, Delhi- NCR, Mumbai, Kolkata, Pune, Lucknow, Hyderabad, Bangalore, Chandigarh, Chennai. Proof should be submitted.
- (c) The Agency should have excelled in providing corporate / branding communication services in various areas including Corporate Reputation Management, Financial Communications, Issues and Crisis Communications, Media Relations & allied activities like Media Monitoring, Perception Research, and particularly in the context of an Higher Education Institution

(d) Agency Should attach list of work orders/documentary evidence where the similar type of work has been executed during previous five years from the date of publication of tender as detailed below:

- I. Three similar work of 60% of the estimated cost i.e. Rs. 12,96,000/- OR
- II. Two similar work of 80% of the estimated cost i.e. Rs. 17,28,000/- OR
- III. One similar work of 100% of the estimated cost i.e. Rs. 21,60,000/-

(e) The average annual turnover should be at least of 100 lakhs (Rupees Hundred lakhs) during last three financial years April 2019 - March 2022. Certificate from the Chartered Accountant with UDIN number OR Copies of audited balance sheet, profit & loss accounts for last three consecutive financial years (i.e. 2019-20, 2020-21 and 2021-22)

(f) The Net Worth of the agency should be positive during each of the previous three financial years (April 2019 - March 2022). Certificate from the Chartered Accountant should be enclosed.

(g) The agency should have worked with at least one of the following institutes of national importance: IIT / IIM / IISc / NIT / IISER / NISER / NIFT / NID / IIFT.

(h) **Consultant's Profiles:** The Bidder should provide detailed qualifications and experiences of its named consultants and also of the consultants it proposes to put for IIFM, Bhopal project. The minimum requisite qualification is appended below:

Sl. No.	Description	Minimum Qualification
01	Key personnel/Professionals/technical persons to be deployed for project	Professionals/technical persons with qualifications or experience of communications/Branding/Advertising or other relevant field i) Team leader :- with minimum 15 years of relevant experience ii) PR Consultant :- with minimum 07 years of relevant experience iii) Social Media Expert :- with minimum 05 years of relevant experience

The details of the key personnel's along with their requisite qualifications and work experience is to be submitted along with the bid).

6 B TECHNICAL EVALUATION

i) Technical Qualification Criteria :

The firms that qualify on the basis of pre-qualification criteria **shall make a presentation** of their work at the institute or through an on-line presentation to the Technical Evaluation Committee constituted by the competent authority.

The Presentation should include:

- (a) Plan for visibility and branding of IIFM, Bhopal
- (b) Profile of agency

ii) The entire bid process will be of three steps as follows –

Step 1 – Evaluation of Pre- Qualification Criteria as per the Tender document.

Step 2 – Technical Evaluation: The Presentation (online or offline) shall be taken by the Evaluation Committee as mentioned in 6B(i) above. Firms/Bidders meeting the pre-qualification criteria will be invited to make a presentation to the Technical Evaluation Committee. The Evaluation committee will assess the competency of the firm, their capacity of understanding the needs, experience, and sensitivity to provide services to IIFM, Bhopal. The procedure for selection of the Firm / Bidder shall be based on Quality & Cost base selection (QCBS) system for evaluation by the Committee. The Technical Evaluation Committee shall evaluate the proposal / presentation on the basis of following technical qualification criteria. Firms/ Bidders will be awarded technical score on the following dimensions:

Sl. No.	Criteria	Maximum Marks
1	IIFM, Bhopal specific overall branding strategy	10
2	IIFM, Bhopal specific research coverage and branding strategy	10
3	IIFM, Bhopal specific PG program coverage and branding strategy	10
4	IIFM, Bhopal specific executive program coverage and branding strategy	10
5	Insights and Knowledge about Education Industry	10
6	Response to Scope (overall PR Approach)	20
Total Marks		70

Note: The Technical Evaluation Committee will recommend the bidders who are found to be technically in compliance to the requirements of the institute.

Step 3 - The total mark for **Financial Bid is 30 Marks**.

- (a) The Institute will open the Financial Bids of the technically qualified bidders only. The score for financial bids will be calculated as below –

(Lowest Tender price * 30) / (Tender price quoted by individual Firm or Company).

The PR Agency will be selected based on the highest marks scored as follows:

Overall score = (Technical Score as per step 2) + (Score from Financial bid)

In the event that the first lowest is more than one, then the financial capability of the firm (average of the turnover for last three years) is to be considered for finalizing the L-1 vendor. Decision taken by the committee, in this regard, shall be binding to all the applicants contesting for successful bidder position.

6 C Pre-Qualification Criteria

Sl. No.	Technical Criteria	Documentary Evidences certified to be attached with the Technical Bid
1	The Bidder should give self-declaration certificate for acceptance of all terms and conditions of tender documents. The Agency should be neither blacklisted by any government department nor there should be 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 the Annexure-II.	Self-Declaration
2	The agency must have presence at PAN India and its office at minimum one location in Delhi- NCR, Mumbai, Kolkata, Pune, Lucknow, Hyderabad, Bangalore, Chandigarh, Chennai etc.) Proof should be submitted.	Address Proof / Firm Registration Certificate
3	The Agency should have excelled in providing communication services in various areas including Corporate Reputation Management, Issues and Crisis Communications, Media Relations and allied activities like Media Monitoring, Perception Research, etc.	Self-Certificate should be submitted
4	Agency Should attach list of work orders/documentary evidence where the similar type of work has been executed	Copy of work Orders/

	<p>during previous Seven years from the date of publication of tender as detailed below:</p> <p>Three similar work of 60% of the estimated cost i.e. Rs. 12,96,000/-</p> <p>OR</p> <p>Two similar work of 80% of the estimated cost i.e. Rs. 17,28,000/- OR</p> <p>One similar work of 100% of the estimated cost i.e. Rs. 21,60,000/-</p>	<p>agreements/award letter issued from the client</p>
5	<p>The average annual turnover should be at least of 100 lakh (Rupees Hundred lakhs) during last three financial year April 2019 - March 2022. Relevant certificate from CA's will be required.</p>	<p>Certificate from the Chartered Accountant with UDIN number. OR Audited Balance sheet of last three financial years with CA certified.</p>
6	<p>The Net Worth of the agency should be positive during each of the previous three financial years (April 2019- March 2022).</p>	<p>Profit & Loss Statement report of last three financial years with CA Certified.</p>
7	<p>The agency should have worked with at least one of the following institutes of national importance: IIT / IIM / IISc / NIT / IISER / NISER / NIFT / NID / IIIT.</p>	<p>Copy of Work Order / Work Completion report</p>
8	<p>Key Personnel/Professionals/technical persons to be deployed for project</p>	<p>Professionals/technical persons with qualifications or experience of Communications / Branding / Advertising or other relevant field</p> <p>i) Team leader :- with minimum 15 years of relevant experience ii) PR Consultant :- with minimum 07 years of relevant experience iii) Social Media Expert :- with minimum 05 years of relevant experience</p>

9	<p>EMD is not required to be submitted by those MSE Bidders who are registered as Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department.</p> <p>Exemptions, if any must be supported with legitimate documents.</p> <p>Or</p> <p>Undertaking as per Rule No.170(iii) of GFR 2017 to be submitted.</p>	
---	--	--

7. TECHNICAL BID FORMAT

SI No.	Technical requirements	Yes	No	Attachment No.
01	Copy of currently valid Company Registration/ Incorporation Certificate or Registration under Company Law. In case of proprietorship, copy of license under Shops and Establishment Act (to be attached).			
02	Annual turnover of the company showing more than Rs.100 lacs (CA certificate to be attached) i. For FY 2019-20 ii. For FY 2020-21 iii. For FY 2021-22			
03	Chartered Accountants Certificate as per Annexure I			
04	Copy of PAN Card(to be attached.)			
05	Copy of GST Registration to be attached			
06	Bid document duly filled in and signed as token of acceptance of Terms and Conditions of Tender.			
07	Proof of experience of having executed PR work for National Higher Education Institutes with details including but not limited to 4 A to D above.			
08	Self-declaration in letter head stating that Bidder is not under liquidation, Arbitration, Court receivership or similar proceedings.			

09	Self-declaration in letter head stating that the bidder has not been blacklisted by a Central/State/Local Government Organisation/Academic Institution/PSU to be submitted.			
10	Bid Security of Rs. 43200/- ; or Undertaking as per GFR Rule No. 170(iii) of GFR 2017 in the letter head of the bidder with place, date, signature with office seal (Format given in Annexure II)			
11	Undertaking as per Annexure III			

Signature :-----

Name :-----

Address:-----

8. FINANCIAL BID

Tender No. IIFM/PUR/TENDER/PR/2022-23 dated 31-10-2022 (Revised)

Sl. No.	Description of work	Amount	Taxes (if any)	Total Amount (inclusive of all taxes)
1.	Charges of PR Agency Work services for IIFM Bhopal per annum (Yearly basis)			

Amount in words (inclusive of all taxes)

Certified that:

- (a) There is no hidden charges/cost to IIFM Bhopal and above amount quoted is final in all respect.
- (b) I/We agree that the quoted offer will be valid till completion of the Contract. No escalation will be charged if any by the IIFM Bhopal above the quoted prices by our firm/agency.
- (c) I/We have read, understood and agree to comply with terms and references of the tender.

Signature of the Tenderer with Firm's Seal
BIDDER'S SIGNATURE WITH SEAL

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

(On 100/- rupees Non-judicial stamp paper – to be submitted on award of work order)

AGREEMENT

This Agreement is entered into this..... day of
2012 between the Indian Institute of Forest Management (IIFM), Bhopal, having its office
at Nehru Nagar, Bhopal, being represented by the Director,(which expression shall
include his successors in office), the first party of the Agreement, and M/s
.....
(being represented by its proprietor which expression shall include its successors or
assignees), the second party, on the other part of the Agreement.

WHEREAS, against the Tender of Indian Institute of Forest Management,
M/s..... have submitted the quotation for the supply of item(s)
, details given in Schedule-I (Supply Order) which shall form the part of this
Agreement.

WHEREAS the party on the first party has accepted the quotation of the party for the
supply of item(s) as per the details given in the Schedule-I and the said party has
agreed to supply the items on the terms and conditions explained hereafter and also
as per the Order No..... dated.....

THIS AGREEMENT THUS WITNESSES AS FOLLOWS

01. That the Party on the second part will supply the services on the rates mentioned in
the Schedule.
02. The institute have the right to cancel the supply order and forfeit the EMD/Security
Deposit, including black-listing of the party.
03. The party on the first part has the right to increase/decrease the quantity of items to
be ordered.
04. That the party on the second part will submit a Security Deposit for an amount of
Rs..... by Demand Draft/FD/Bank Guarantee drawn in favour of Director, IIFM,
Bhopal.
05. That the party on the second part agreed that they will not make any request for
enhancement in the approved rates as per the terms and conditions of the work
order.

06. That the party on the second part shall be liable and answerable to the party on the first part in respect of all causes of damages, claims, charges, etc. of any, arising out of carelessness, breach of the Agreement.
07. In case of dispute arising between the parties in respect of interpretation, construction of this Agreement, the same shall be referred to the Director IIFM for adjudication thereof and whose decision shall be final and binding upon both the parties.
08. the party on the second part undertakes to abide all the terms and conditions as mentioned in the Tender Notice (No.....).

IN WITNESSES WHEREOF, both the parties of this Agreement, sign and execute this Agreement on the date as aforesaid at Bhopal.

(CHIEF ADMINISTRATIVE OFFICER)
Indian Institute of Forest Management
Nehru Nagar, Bhopal.

Second Party:

Name & Address:.....

CERTIFICATE OF THE CHARTERED ACCOUNTANT
(in his/her letterhead)

Sl	Description	Details
1	Name of the Company	
2	Registration Number/ Licence Number under Shops & Establishment Act	
3	GST Registration Number	
4	Year of Establishment	
5	Number of years experience in the field	
6	Turn over of FY 2019-20	
	Turn over of FY 2020-21	
	Turnover of FY 2021-22	
	Average Annual Turnover of FY 2019-20, FY 2020-21 & FY 2021-22 (this should be more Rs.100 lakh)	

Place :

Date :

Name, signature, and Membership Number of
Chartered Accountant

**DECLARATION UNDER GFR RULE No. 170(iii) of GFR 2017
(in the letter head of the bidder with place, date, signature with office seal)**

I/We, in my/our capacity as authorized signatory of the firm, solemnly declare the following :

- 1. I/We submit the bid for Printing work in the Indian Institute of Forest Management, Nehru Nagar, Bhopal, MP, an autonomous body of the Govt of India.**
- 2. I/We understand that all provisions of General Financial Rules 2017 are applicable to this bid.**
- 3. I/We accept that if we withdraw or modify our bids during the period of bid validity, or if we are awarded the contract, or to submit a performance security before the deadline defined in the request for bids document, we will be suspended/banned for a period of five years from being eligible to submit bids for contracts with IIFM.**

Place :

(signature of authorized signatory)

Date :

with office seal

All bidders must submit an undertaking in the following format :

UNDERTAKING

Tender No. IIFM/PUR/TENDER/PR/2022-23 dated 31-10-2022 (Revised)

To,
The Indian Institute of Forest Management,
Bhopal

Name of the Bidder _____ Date: _____

Sir,

1. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions of the NIT.

2. This is to certify that my/our firm/ agency is neither blacklisted by any government department nor there is any criminal case registered/pending against the firm or its owner/partners anywhere in India.

(Signature of the Bidder)
BIDDER'S SIGNATURE WITH SEAL