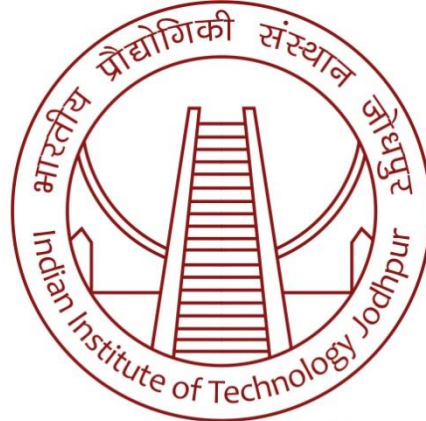


**TENDER DOCUMENT FOR**  
**HIRING OF PR AGENCY SERVICES AT IIT JODHPUR (KARWAR)**  
**NIT No. - IITJ/SPS/ PR Agency/21-22/58**

<b><u>NIT Issue Date and Time</u></b>	<b>: 09-03-2022</b>
<b><u>Pre-bid Meeting</u></b>	<b>: 21-03-2022 at 15:00 Hrs</b>
<b><u>Tender Submission Date and Time</u></b>	<b>: 30-03-2022 by 15:00 Hrs</b>
<b><u>Tender Opening Date &amp; Time</u></b> <b>(Technical Bid)</b>	<b>: 31-03-2022 at 16:00 Hrs</b>



॥ त्वं ज्ञानमयो विज्ञानमयोऽसि ॥

**Indian Institute of Technology, Jodhpur**

**N.H.62, Nagaur Road, Karwar, Jodhpur - 342037,**

**Rajasthan**

**TEL: +91 291 2801105**

**website: [www.iitj.ac.in](http://www.iitj.ac.in)**

Indian Institute of Technology Jodhpur (IITJ) invites online Bids for **Hiring of Public Relations Agency**. All offers should be written in both figures and words. Tender forms can be downloaded from the CPP Portal <http://eprocure.gov.in/eprocure/app> & Institute website <https://iitj.ac.in/tenders/index.php?id=Services>.

The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with instructions in this document may disqualify the bidders from the tender exercise. The Director, IIT Jodhpur reserves the right to select or to reject any quotation wholly or partly without assigning any reason. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

### **Instructions for online bid submission:**

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tender, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender publishing on the CPP Portal.
2. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
3. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
4. The tender will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format. All quotation both Technical and Financial should be submitted in the E-procurement portal.
5. Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <http://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link “Information about DSC”.
6. The Institute will not be responsible for any type of technical issue regarding uploading of tender on website.

### **SEARCHING FOR TENDER DOCUMENTS**

1. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

2. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

1. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS formats. Bid documents may be scanned with 100 dpi with black and white option.
2. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” are available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. The bidder may add rows to include the prices of all components & warranties, installation etc. whichever applicable.
4. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
5. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
6. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
7. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

### **ASSISTANCE TO BIDDERS**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787.

### **INSTRUCTION FOR Bidders:**

1. Technical Bid should be submitted in PDF format.
2. Financial Bid should be submitted in .XLS Format.
3. **Kindly add scanned PDF of all relevant documents in a single PDF file like, compliance sheet, OEM/Principle Certificate etc.**
4. The technical and financial bids should be submitted online through portal <http://eprocure.gov.in/eprocure/app> in original. The financial bid should include the cost of main

equipment/item and its accessories. If there is any separate cost for installation etc. that should be quoted separately.

5. **Each bidder should be marked with the following reference on the top bids submitted online: "IITJ/SPS/PR Agency/21-22/58 dated 9 March 2022"**.
6. The printed literature and catalogue/brochure giving full technical details should be included with the technical bid to verify the specifications quoted in the tender. The bidders should submit copies of suitable documents in support of their reputation, credentials and past performance in .pdf format.
7. The rates should be quoted in figures and words both.
8. **Amendment of Bidding Documents:** At any time prior to the deadline for submission of bids, IIT JODHPUR may, for any reason, whether on its own initiative or in response to the clarification request by a prospective BIDDER may modify the bid document. All prospective BIDDERS who have downloaded the bidding document may visit IIT JODHPUR website /<https://eprocure.gov.in/eprocure/app> for amendments /modifications which will be binding on them.
9. The technical offer **should not contain any price information**. Please do not insert 'Financial Bid" (prices quoted) in the technical bid envelope. If the price quoted is submitted with technical bid the tender will be rejected.

#### **General Terms and Conditions:**

1. Any bidder currently engaged in litigation with other Organizations, must inform their status inwriting.
2. Communication with bidders will be carried out electronically and /or in hard copy. All bidders must provide their current E-mail address.
3. Bidder should log into the site well in advance for bid submission so that he/she upload the bid intime i.e. on or before the bid submission time. Bidder will be responsible for any delay.
4. While sending rates, the firm shall give an undertaking to the effect that **"the terms/conditions mentioned in the enquiry letter/Tender Notice against which the rates are being given are acceptable to the firm."** in .pdf/Excel format. In case the firms do not give this undertaking, their rates may not be considered.
5. Bids received after **03:00 P.M. on 30 March, 2022**, shall not be considered.
6. The Technical Bids will be opened on **31 March, 2022 at 04:00 P.M.**
7. The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. All tenderdocuments received after the specified date and time shall not be considered.

For any correspondence regarding tenders is on below address:

Joint Registrar (Stores & Purchase)  
Administrative Building (East)  
Indian Institute of Technology, Jodhpur

NH-62, Karwad, Jodhpur- 342037  
Rajasthan

8. **Arbitration Clause:** In the event of any dispute or difference(s) between the vendor and Institute (IIT Jodhpur) and the vendor (s) arising out of non-supply of services or the services not found according to requirements or any other cause whatsoever relating to the purchase order before or after it has been executed, shall be referred to "The Director, IIT Jodhpur", who may decide the matter himself or may appoint arbitrator(s) under the arbitration and conciliation Act, 1996. The decision of the arbitrator shall be final and binding on both the parties.
- a) The venue of the arbitration shall be the place from where the order is issued.
  - b) The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
  - c) All disputes shall be subject to Jodhpur Jurisdiction only.
9. All tenders in which any of the prescribed conditions is not fulfilled or any condition is put forth by the bidder shall be summarily rejected.

**Note:** Price bids of only those bidders will be opened whose technical bids are found suitable by the committee appointed for the purpose. Date and time of opening of price bids will be decided after technical bids have been evaluated by the committee. Information in this regard will be intimated only to the technically qualified bidders. In exceptional situation, an authorized committee may negotiate price with the qualified bidder quoting the lowest price before awarding the contract.

10. **Clarifications:**

In case the bidders require any clarification regarding the tender document, they are requested to submit their queries on the e-mail [sps@iitj.ac.in](mailto:sps@iitj.ac.in) on or **before 19 March, 2022**

11. **Assistance to bidders:** Any queries relating to the tender document and the terms & conditions contained therein should be addressed to tender Inviting Authority for a tender or relevant contact person indicated in the tender.

12. **Validity:**

The bid should be valid for acceptance up to a period of 180 Days. The Bidders should be ready to extend the validity, if required without any additional financial implications.

13. **Tender Evaluation Criteria:** The technical bids will be opened and evaluated by a duly constituted committee. After evaluation of the technical bid, the financial bid for only those offers which have

qualified in the evaluation of technical bid will be opened.

14. Bidders should go through the tender terms, conditions and specifications carefully and fill in the attached compliance statement accurately and unambiguously. They should ensure that all the required documents are furnished along with the bid.

## Terms for the service of Public Relations Agency

### KEY OBJECTIVES:

- Position IIT Jodhpur as an 'Institute of Choice' among prospective students from across India
- Position IIT Jodhpur as an institute focused on research and innovation
- Position IIT Jodhpur as an institute with good industry, academic, and research collaborations
- Highlight the high-end R&D work being done on campus
- Highlight the success stories of the institute in innovation and research, academics and quality of faculty and learning for students

### TARGET AUDIENCE

- Existing/prospective students and parents
- Aspirants for IITs, NITs, IIITs, IISERs
- Existing and potential faculty candidates
- Ministry of Education, Department of Science & Technology (DST)
- Industry, corporates, and PSUs
- Central and State government officials
- R&D organizations
- Academic institutions
- General public

### TARGET MEDIA FOR OUTREACH

- Mainline national dailies: The Times of India, The Hindu, Hindustan Times, The Indian Express, Deccan Herald, Deccan Chronicle, New Indian Express, Pioneer, Telegraph, Statesman, Hindustan, Navbharat Times, Dainik Jagran, Dainik Bhaskar, Amar Ujala, Punjab Kesari, and Rajasthan Patrika
- Financial dailies: The Economic Times, The Hindu Business Line, The Financial Express, Business Standard, Mint
- Magazines: India Today, Business Today, Business World, Forbes, The Week, Outlook
- News Wires: PTI, IANS, ANI, Reuters, India Science Wire & UNI
- Education Publications: The Times of India- Education Times, The Hindu-EDGE, Careers 360, BW Education
- Electronic media (Television) – mainline and business channels; Hindi and English
- Online News Portals
- Target Media in centers such as Delhi, Jaipur, Mumbai, Bengaluru, Kolkata, Chennai, and Hyderabad
- Media in Rajasthan

TARGET PROPOSAL:

Activity	Details	Deliverables
<b>Campus Resource Requirement</b>	The agency will depute one dedicated manpower for the highlighted outreach activities	1 dedicated on-campus resource for coordination between the institute and the media  The resource person with about 3-5 years of experience should be placed on campus as an exclusive resource for IIT Jodhpur from the agency. The resource must be made available always for execution of strategy for IIT Jodhpur at national level.
<b>Visits by Sr. Management Team</b>	Senior team from the agency should visit the campus and interact with the key officials and researchers of the Institute for reviewing the progress and for planning strategy. During these visits, work-shops and training sessions may be organized.	Bi-annually
<b>Visit and interactions with reputed media journalists</b>	Agency should organize relationship-building meetings for the Institute's leadership with editors and senior journalists of reputed media. The agency must also organize one visit of a senior journalist (preferably covering Science & research) to campus from a national daily / magazine / TV to highlight the high-end research happening on campus.	Bi-annually
Panel invitation	The agency should source/explore opportunities for interested faculty of the Institute to be invited as panelist for discussions in national/TV channels, online platforms, major events etc.	On need basis
<b>Press Release dissemination to National Media</b>	The agency is required to develop and disseminate press releases to national media on topics of interest such as (but not limited to): <ul style="list-style-type: none"> <li>• Academics and curriculum/new courses</li> <li>• Research and Innovations by faculty and students</li> <li>• Placements</li> <li>• Student and faculty exchange programs</li> <li>• Research collaborations</li> <li>• Industry collaborations</li> <li>• International MoUs &amp; collaborations</li> <li>• Admissions</li> <li>• Online learning during COVID-19</li> </ul>	2 press releases per month based on the news input from the institute



<b>Dissemination of Published research to popular media</b>	The agency will develop press releases or pitch notes for media on published faculty/student research from IIT Jodhpur and disseminate it to popular media either as: <ul style="list-style-type: none"> <li>• Press releases to national Science media (OR)</li> <li>• Exclusive media interaction with senior science journalists in popular media</li> </ul>	2 published research per month to be disseminated to national science journalists. The research will be identified, validated, and approved by the Institute before taking to the media.
<b>Daily media monitoring</b>	The agency will send daily alerts for all news relevant to IIT Jodhpur and other CFTIs every morning to designated authorities	Daily alerts
<b>Weekly Work in Progress report</b>	The agency is required to share a weekly Work-In-Progress report on the tasks completed and the tasks carried forward to the following week. The report has to be sent every week on Friday evening.	Weekly work-in-progress report
<b>Monthly activity report</b>	The agency will share a monthly activity report of tasks completed in the month and tasks being carried forward to the next month.	Monthly work-in-progress report
<b>Monthly coverage dossier</b>	The agency will share a monthly coverage dossier with all clips relevant to the institute.	Monthly Coverage dossier
<b>Establishing social media presence for IIT Jodhpur on Facebook, Twitter, LinkedIn, and YouTube</b>	The agency is required to consolidate the existing social media platforms for IIT Jodhpur	Consolidation of Social Media Handles
<b>Garnering social media following for IIT Jodhpur</b>	The agency is required to create communication materials such as emailers and posters for wide circulation among students, faculty, alumni, MoE and other government officials, media, industries, and other influenced groups. The poster will communicate the coordinates of social media for IIT Jodhpur and invite stakeholders for an online following.	Garner significant and relevant following for social media handles of IIT Jodhpur
<b>Populating the institute social media handles</b>	The agency is required to post engaging content in a timely manner on developments at IIT Jodhpur such as (not limited to): <ul style="list-style-type: none"> <li>• Student information</li> </ul>	• Populating the social media handles of the Institute with average of 2 posts per day on topics as listed

	<ul style="list-style-type: none"> <li>• New academic courses and popular courses of IIT- Jodhpur</li> <li>• Why choose IIT –Jodhpur</li> <li>• Life on campus</li> <li>• Student interviews</li> <li>• Faculty and student profiling</li> <li>• Faculty and student research</li> <li>• Admissions and welcoming new students on campus</li> <li>• Student and faculty testimonials</li> <li>• Industry testimonials</li> <li>• MOUs and collaborations with industry</li> <li>• Monthly message from Director and Deans</li> <li>• Convocation, Institute Foundation Day, and other special occasions</li> <li>• Placements</li> <li>• Student events and activities</li> <li>• Awards and recognitions</li> <li>• Links to popular research papers- published in peer reviewed journals</li> </ul>	<ul style="list-style-type: none"> <li>• Social media posts have to be vetted by designated institute official</li> <li>• Pictures and videos will be provided by the institute as per the requirement.</li> </ul>
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**Eligibility Criteria of the Public Relation Agency:**

- The agency must have minimum 5 years of experience in handling Government-funded higher education institute such as IITs / AIIMS / NITs/ IISER/ Central Universities a mandatory experience of handling at least 2 IITs / AIIMS / NITs/ IISER/ Central Universities on contract for a minimum of 2 years and should bring a good understand of how academic institutions function (Contract / PO copies to be enclosed).
- The agency must have a team based at Jodhpur / Delhi to cater to national media outreach requirements (Details of regional offices/head office to be enclosed).
- The agency must have good contacts with media covering Science and technology across India (Details of personnel/officials to be enclosed)
- The agency must be able to provide a campus resource with relevant experience in Public Relations within 30 days of contract being awarded to them (Suitable endorsement/declaration to be submitted)
- The agency must have a qualified Science Writer who can transform scientific papers into easy-to-comprehend material for popular media (Details of professional qualifying the criteria with profile/Bio-data/CV to be enclosed).

**Note:** Supporting documents fulfilling the above Criteria should **mandatorily** be submitted along with the tender documents.

**Other Important Information**

- IIT Jodhpur reserves the right to reject any offer without assigning any reason whatsoever.
- IIT Jodhpur reserves the right to cancel the tender at any stage without assigning any reason. Also, IIT Jodhpur reserves the right to change the condition at any later stage.
- The proposals should be complete in all respects. Conditional / incomplete proposals are liable to be rejected.

## **Submission of Bids:**

The technical bid should contain the details of eligibility criteria and the brief plan of action proposed by the agency. The price bid should contain the detailed financial quote for the services to be provided by the agency. The Financial Bid should not contradict the technical offer in any way. The rates will remain unchanged during the period of the contract. The rate quoted should be for monthly basis.

## **Scope of Work**

- 1. Media Strategy:** The agency should develop and implement a detailed communication strategy to achieve the above objectives with well-defined metrics to measure the success of the strategy. The agency will be required to work closely with institute's community to highlight the campus, research, achievements and on going student-activities.
- 2. Workshops and Training:** Bi-annual workshops to train the Institute officials on effective message delivery and Do's and Don'ts.
- 3. Crisis Management/Communications:** The agency must provide ongoing counsel during crisis situations. This should include alertness in media monitoring, counseling the Institute on crisis communication and preparing media statements and responses to media queries and coming up with a general strategy for crisiscommunication.  
The agency must also conduct a crisis communication workshop for Institute leadership to prepare them to communicate effectively during crisis situations.
- 4. Translation:** The agency should take care of the translation of news articles for media from English to Hindi or other regional languages

## **Selection Process and Assigning of Work**

Assessment of the proposal will be carried out by a Committee/Team constituted for this purpose. Those agencies that have submitted all necessary enclosures and fulfill eligibility criteria; their profile track record, and quality of work done will be evaluated by the Committee. The agencies that have submitted proposal may be asked to make a brief presentation on the plan of action and execution of work. After considering all the parameters the firms will be selected for Hiring. The shortlisted firms will only be called for opening of financial offers. Mere fulfilling the eligibility criteria does not lead to the Hiring. Hiring will be for a period of one year extendable on a yearly basis with mutual consent of both the parties.

## **Mandatory expectations:**

- 1) Publication expectations: At least 12 press releases per quarter and 50 for entire year**
- 2)** The agency must place at least two authored articles per quarter from faculty in the Institute in mainline national media. The articles should be developed using the rough draft provided by the faculty. The agency should assist in developing the draft into a good article for publication.

## **Terms of Payment**

No advance payment will be considered. Payment for work awarded will be made to the agency, after completion of work to the satisfaction of IIT Jodhpur. The Empanelled PR Agency will submit pre-receipted bills in triplicate for settlement.

### **Performance security:**

A successful bidder should submit performance Security amounting to 3% of value of Purchase Order in the form of DD/FDR from a scheduled bank in India drawn in favour of "Director IIT Jodhpur" payable at Jodhpur.

### **Review of Performance and right to withdraw the Hiring**

IIT Jodhpur will review the performance of the selected agency periodically (each month) and reserves its right to withdraw the Hiring at any time.

### **Approval before Sending to any external party**

The Agency will have to work in coordination with the representatives of the IIT Jodhpur for each assignment. The entire document or any sort of information which goes to the media or any other external party has to be approved by the IIT Jodhpur representative.

### **Termination by Default:**

IIT Jodhpur reserves its right to terminate the contract of agency in case of a change in the Government procedures or unsatisfactory services.

### **Force Majeure**

Neither party will be liable in respect of failure to fulfill its obligations if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. The party affected by an event of Force Majeure will immediately notify the other party of such an event and will also notify the unaffected party on cessation of disability resulting from such Force Majeure act.

The contract shall be governed by laws of India and all Government rules on purchase matter issued from time to time and in force for the time being are applicable to this contract tender.

In case of any conflict, the decision of Director, IIT-JODHPUR will be final and binding to both the parties.

### **Rights in Intellectual Property and Material**

- All the rights relating to the Trade Marks and Copy Rights in respect of publicity work generated by the Agency on behalf of IIT JODHPUR and paid for by IIT JODHPUR shall vest with IIT JODHPUR. Provided that IIT JODHPUR would reimburse the Agency for any sums of money paid for the assignment / licensing of the copyright by way of fees, charges, or otherwise as provided by the guidelines, regulations, rules, or policies of any professional body or association, with prior approval from IIT JODHPUR.-
- All concepts, communications etc. created or conceived by the Agency on behalf of IIT JODHPUR and involving name of IIT JODHPUR shall not form part of any award or competition or promotion unless prior written consent of IIT JODHPUR has been obtained.

### **Validity of the Services**

The Services will be initially for a period of 1 (one) Year extendable up to 3 Years on yearly basis based on a performance review of the agency.

**Note: - Commercial Bid to be submitted in only BoQ Format. The bid will be rejected if Price Bid/Commercial will be mixed with technical bid.**

CLIENT DETAILS

(On Company/firm's Letter head)

Date:

To,

The Joint Registrar  
 Indian Institute of Technology Jodhpur  
 Office of Store and Purchase, Administrative Block,  
 East, N. H. 62, Nagaur Road, Karwar, Jodhpur,342037

Sir,

**Ref. IITJ/SPS/ PR Agency/21-22/54 dated 17 February 2022**  
**Tender for Hiring of Public Relations Agency at IIT Jodhpur.**

I/we hereby mention following list of our clients which mentions successfully completed rate contracts in any of the IITs/NITs/CSIR/IISER/ISC/Govt. Institute / Govt. University for the similar services. Copies of such rate contracts and purchase orders of each rate contract are enclosed with the offer:

Sr. No.	Name of Client	Purchase Order / rate Contract Details	Period	Amount of order

Yours faithfully,

(Signature of the Bidder).....

Name &amp; Designation Seal.....

Business Address:.....

Date:

Encl: As above

**DECLARATION OF ANNUAL TURNOVER**

(To be certified by a Chartered Accountant)

To,

The Joint Registrar  
 Indian Institute of Technology Jodhpur  
 Office of Store and Purchase, Administrative Block, East,  
 N. H. 62, Nagaur Road, Karwar, Jodhpur,342037

Sir,

**Ref. IITJ/SPS/ PR Agency/21-22/54 dated 17 February 2022**  
**Tender for Hiring of Public Relations Agency at IIT Jodhpur.**

I/we hereby declare that, our firm's Annual Turnover for similar/ subjected services is upto **Rs.1.5 Cr**, and I/we have also supported an Audited Accounts for your references:

F. Y. 2018-19	F. Y. 2019-20	F. Y. 2020-21

Yours faithfully,

(Signature of the Bidder).....  
 Name & Designation Seal.....  
 Business Address:.....

Date:

Encl: Documents with respect to proof of turnover

**BID SECURITY UNDERTAKING**  
**(To be issued by the bidder on company's letterhead in lieu of EMD)**

To,

The Joint Registrar  
Indian Institute of Technology Jodhpur  
Office of Store and Purchase, Administrative Block, East,  
N. H. 62, Nagaur Road, Karwar, Jodhpur, 342037

We, M/s \_\_\_\_\_ (Name of the Firm), with ref. to Tender No. **Ref. IITJ/SPS/ PR Agency/21-22/54 dated 17 February 2022 (Tender for Hiring of Public Relations Agency at IIT Jodhpur)**. hereby undertake that:

- 1) We accept all terms and conditions of the tender document.
- 2) We accept that, we will not modify our bid during the bid validity period and will honour the contract after the award of contract.
- 3) In the event of any modification to our bid by us or failure on our part to honour the contract after final award, our firm may be debarred from participation in any tender/ contract notified by IIT Jodhpur for a period of one year. We undertake that we shall not appeal against such debarment in any court of law.

Yours faithfully,

(signature)

Name:

Date: Office

Seal: