

**EXPRESSION OF INTEREST
(FOR EOI OF VENDORS / SERVICE PROVIDERS)**

EOI Number: REOI-AIFT-PROC-26/27-0001

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1. INTRODUCTION

The American India Foundation Trust invites expression of interest for shortlisting eligible and qualified vendors/service providers within India for the provision of goods and services on a non-exclusive basis.

The objective of this process is to identify competent, experienced, and reliable vendors who can provide quality products/services in a timely, professional, and cost-effective manner. Vendors/service providers are invited to submit their expression of interest for EOI with The American India Foundation Trust (“AIFT”). AIFT reserves the right to review the documents submitted and make a decision regarding the EOI of the applicant vendors/service providers. Only shortlisted/selected vendors or service providers will be contacted by AIFT for further process and communication regarding EOI.

The Organisation intends to shortlist eligible and qualified vendors under the following categories:

1. Audit/CA Firms
2. Cab services (to add)
3. Chemistry kits
4. Climate Action (Agency having experience in Climate Action / Rain Water Harvesting)
5. Civil Works (for e.g. painting, bala painting, repair and maintenance, POP etc.)
6. Communication Agencies
7. Electronic Loose Materials
8. Event Management Services
9. Furniture Supply
10. Grocery
11. Interactive Panel Supply
12. Invertors Supply
13. IT Services & Support
14. Laptops, Tablets & IT Hardware Supply
15. Medical Equipments
16. Monitoring, Evaluation and Learning Agencies
17. Office Supplies & Stationery
18. Recruitment agencies
19. STEM Kits e.g. Physics Kits, Chemistry Kits etc..
20. Travel Agency Services

21. Turnkey solutions for SILC lab (minor civil works, painting, repair and maintenance, etc)
22. Three (3) D printers

Please fill the form for submission of the EOI:
<https://docs.google.com/forms/d/e/1FAIpQLSdDzi3Z0XSSuqLTU9R4PMe-gOOFrn7EbC8DjYmv1cGzcJeemw/viewform>

2. **DISCLAIMER**

This Expression of Interest is not an offer and is only an invitation to eligible vendors to submit EOI. The Organisation reserves the right to accept or reject any or all EOI requests without assigning any reason whatsoever.

The Organisation may cancel, modify, amend, or withdraw this Expression of Interest process at any stage without incurring any liability.

3. **SCOPE OF EOI**

The vendors may be requested to provide goods/services on a need basis during the EOI period. EOI does not guarantee any minimum business, purchase order, work order, or contract.

The Organisation reserves the right to:

- Issue category-wise or project-wise work orders;
- Invite quotations from vendors;
- Procure from one or multiple vendors;
- Conduct further negotiations or rate discovery exercises;
- Add or remove vendors during the EOI period.

4. **ELIGIBILITY CRITERIA**

The vendor/service provider must meet the following minimum eligibility requirements:

Mandatory Eligibility Criteria

4.1 The vendor must be a legally registered entity in India under any of the following:

- Proprietorship;
- Partnership Firm;
- LLP;
- Private Limited Company;
- Public Limited Company.

4.2 The vendor must possess valid:

- Registration Certificate/Incorporation Certificate;
- PAN;
- GST Registration;

- Shop & Establishment Certificate (if applicable);
 - Any category-specific licenses/registrations (e.g. FSSAI etc.)

 - ITR (Income Tax Return) for the last three years. In case the entity has been incorporated for a period of less than three (3) financial years, the entity shall submit ITRs for the period commencing from the date of incorporation up to the latest completed financial year.
- 4.3 The vendor must have been operational & have a relevant minimum experience of one (1) year as on the date of submission of EOI for the category specific
- 4.4 The vendor must not be blacklisted, suspended, or debarred by any government authority, donor agency, international agency, PSU, or private institution.
- 4.5 The vendor must have a functional office/business address and valid contact details. Vendor to share the photo of the establishment with geo tagging location
- 4.6 The vendor must agree to comply with applicable labour laws, tax laws, data protection requirements, and ethical business practices.

5. DOCUMENTS TO BE SUBMITTED

Vendors are required to submit the following documents:

5.1 Mandatory Documents

- 5.1.1 Cover Letter on Company Letterhead and shall be submitted by authorised representative of the company/firm/llp/proprietorship;
- 5.1.2 Company/Firm Profile/ Brochures;
- 5.1.3 Certificate of Incorporation/Registration,;
- 5.1.4 PAN Card Copy,;
- 5.1.5 GST Registration Certificate;
- 5.1.6 Cancelled Cheque/Bank Details;
- 5.1.7 Address Proof of Registered Office/Business Office;
- 5.1.8 Latest ITRs ;
- 5.1.9 GST Returns (latest available, if applicable);
- 5.1.10 MSME/Udyam Registration (if applicable);
- 5.1.11 List of Key Clients;
- 5.1.12 Work Orders/Purchase Orders/Completion Certificates demonstrating relevant experience;
- 5.1.13 Any category-specific licenses/certifications.
- 5.1.14 Signed copy of the Expression of Interest document with stamp and signature;
- 5.1.15 List of Pending Litigation(s) with year of dispute

5.1.16 Audited Financial Statements for the last 3 years. In case the entity has been incorporated for a period of less than three (3) financial years, the entity shall submit ITRs for the period commencing from the date of incorporation up to the latest completed financial year.

5.1.17 Sustainability or ESG-related certifications (if any);

6. PRE-EOI QUERIES & CLARIFICATIONS

- 6.1. Vendors may submit queries, clarifications, or requests for additional information in writing through email.
- 6.2. The Organisation may conduct a pre-EOI meeting (physical or virtual) to clarify requirements under the Expression of Interest.
- 6.3. Clarifications, corrigenda, amendments, or addenda issued by the Organisation shall form an integral part of the Expression of Interest.
- 6.4. Any clarification or information provided verbally by representatives of the Organisation shall not be binding unless formally communicated in writing.
- 6.5. The Organisation reserves the right to amend, modify, withdraw, or extend any part of the Expression of Interest process at any stage.

7. SUBMISSION PROCESS

Interested vendors shall submit supporting documents and information along with the google form. Any Incomplete applications or applications without supporting documents may be rejected.

8. EOI SUBMISSION INSTRUCTIONS

- 8.1. All documents must be submitted on the vendor's official letterhead and signed by an authorized signatory.
- 8.2. Unsigned, incomplete, conditional, ambiguous, or improperly formatted documents may be rejected.
- 8.3. The Organisation shall not be responsible for delay, technical failure, internet disruption, or non-receipt of submissions.
- 8.4. The vendor shall ensure that all supporting documents are legible, valid, and updated.
- 8.5. Submission of the EOI along with documents shall be deemed as acceptance of all terms and conditions of this Expression of Interest unless deviations are specifically disclosed.
- 8.6. No physical submission shall be required unless specifically requested by the Organisation.
- 8.7. The Organisation may prescribe file naming conventions, online forms, templates, or submission procedures which shall be binding upon participating vendors.

9. GENERAL TERMS & CONDITIONS

- 9.1. EOI shall be non-exclusive and the Organisation reserves the right to shortlist multiple vendors for the same category.
- 9.2. EOI does not guarantee allocation of work, issuance of purchase orders, minimum business, or exclusivity.

- 9.3. The Organisation may issue rate contracts, framework agreements, annual purchase arrangements, or project-specific work orders to shortlisted vendors.
- 9.4. Work allocation may be based on factors including but not limited to pricing, service quality, timelines, location, technical capability, urgency, specialization, and past performance.
- 9.5. The Organisation reserves the right to: accept or reject or ;cancel or withdraw the Expression of Interest at any stage; negotiate rates and commercial terms; seek revised EOIs; issue partial awards; procure from one or more vendors simultaneously; re-open the EOI process.
- 9.6. Conditional EOIs may be rejected.
- 9.7. Vendors shall comply with all applicable laws, rules, regulations, labour laws, tax laws, social security laws, anti-bribery laws, anti-corruption laws, and statutory obligations.
- 9.8. Vendors shall ensure ethical business conduct and shall not offer inducements, commissions, kickbacks, gifts, or any form of undue influence.
- 9.9. Vendors shall disclose any actual, potential, or perceived conflict of interest involving employees, consultants, subcontractors, affiliates, or representatives that may affect impartiality in the procurement process.
- 9.10. Failure to disclose conflict of interest may result in rejection, termination, or blacklisting.
- 9.11. Vendors shall maintain confidentiality of all information, documents, data, information, operational information, and records shared by the Organisation and shall not disclose such information to any third party without prior written approval.
- 9.12. Vendors shall comply with applicable data privacy, safeguarding, child protection, and confidentiality obligations where relevant.
- 9.13. The Organisation reserves the right to verify all information and documents submitted by the vendor.
- 9.14. Any false declaration, forged document, misrepresentation, concealment of information, or misleading statement may result in immediate disqualification, termination of EOI, forfeiture of payments/security deposits (if any), and initiation of legal action.
- 9.15. Vendors shall disclose any pending or concluded litigation, arbitration, insolvency proceedings, criminal proceedings, tax disputes, regulatory proceedings, or blacklisting history that may affect their ability to perform the services.
- 9.16. Vendors shall indemnify and hold harmless the Organisation, its employees, directors, consultants, representatives, and affiliates from and against any losses, damages, liabilities, claims, penalties, costs, or expenses arising out of: breach of contractual obligations; negligence or misconduct; violation of law; intellectual property infringement; labour claims; third-party claims attributable to the vendor.
- 9.17. The Organisation may periodically review vendor performance based on quality, responsiveness, compliance, timelines, pricing, and stakeholder feedback.
- 9.18. Unsatisfactory performance may lead to suspension, removal from EOI.
- 9.19. The Organisation may terminate EOI or any associated contract:for convenience by providing written notice;for breach of obligations;for fraud, corruption, misconduct, or unethical practices;for insolvency or operational incapacity.
- 9.20. Upon termination, confidentiality, indemnity, payment obligations, dispute resolution provisions, and other surviving clauses shall continue to remain in effect.
- 9.21. Neither party shall be liable for failure or delay in performance arising due to Force Majeure events including natural disasters, acts of God, war, civil unrest, epidemics, pandemics, strikes, government restrictions, internet failure, transportation disruption, or any circumstance beyond reasonable control.
- 9.22. Vendors supplying goods shall ensure:genuine products;applicable OEM warranty;replacement of defective/damaged items;after-sales support;adherence to delivery timelines.

- 9.23. The Organisation may conduct due diligence, reference checks, site visits, technical evaluations, demonstrations, or presentations before or after EOI.
- 9.24. All disputes shall be subject to the exclusive jurisdiction of courts at New Delhi.
- 9.25. EOI does not guarantee allocation of work..
- 9.26. Vendors shall maintain confidentiality of all information shared by the Organisation.
- 9.27. Vendors shall comply with applicable anti-corruption, anti-bribery, child protection, safeguarding, labour, and tax laws.
- 9.28. The Organisation reserves the right to verify submitted documents and credentials.
- 9.29. Any false declaration may result in disqualification.
- 9.30. Vendors shall ensure ethical procurement and business conduct..
- 9.31. Non binding solicitation:
Issuance of this Expression of Interest does not constitute a commitment by the Organisation to award any work, enter into any agreement, or incur any cost. The Organisation shall not be liable for any expenses incurred by vendors in preparation or submission of EOI. Acceptance of EOI does not imply acceptance of all commercial or legal terms proposed by the vendor and the Organisation reserves the right to negotiate final terms.

10. CONTACT DETAILS

For any clarification regarding this Expression of Interest, vendors may write to us at:

Email ID: Procurement@aif.org

Declaration by the Vendor / EOI

We hereby declare, confirm, and undertake as follows:

1. That all information, documents, statements, and particulars furnished by us in connection with this “Expression of Interest” and the EOI process are true, correct, complete, valid, and accurate to the best of our knowledge and belief.
2. That no material information, fact, or document has been concealed, suppressed, misrepresented, or omitted which may affect the evaluation of eligibility for EOI.
3. That we possess all necessary registrations, licenses, approvals, permits, authorisations, and certifications required under applicable laws for carrying out the proposed goods/services and that the same are valid and subsisting as on the date of submission of this EOI.
4. That our organisation/firm/entity has not been blacklisted, suspended, debarred, declared ineligible, or prohibited from participating in any procurement process by any Government authority, statutory body, donor agency, multilateral agency, public sector undertaking, court of law, or private institution in India or abroad as on the date of submission of this EOI.
5. That no investigation, insolvency proceeding, criminal proceeding, or litigation is pending against us which may materially affect our ability to perform the proposed services or fulfil contractual obligations under this Expression of Interest, except those specifically disclosed in writing to the Organisation.
6. That we shall immediately inform the Organisation in writing in the event of any change in our legal, financial, operational, or compliance status which may affect our EOI or performance under this Expression of Interest.

7. That we agree to comply with all terms, conditions, specifications, timelines, policies, code of conduct requirements, safeguarding requirements, confidentiality obligations, and instructions contained in this Expression of Interest and any subsequent communication issued by the Organisation.
8. That we shall comply with all applicable laws, rules, regulations, labour laws, tax laws, anti-bribery laws, anti-corruption laws, data protection requirements, and statutory obligations during the EOI period and execution of any work order or contract.
9. That we understand and acknowledge that submission of this EOI does not guarantee award of work, minimum business, or any contractual commitment by the Organisation.
10. That the Organisation reserves the right to verify any information or documents submitted by us and to seek clarification, additional information, or supporting records at any stage of the EOI process.
11. That in the event any declaration, information, or document submitted by us is found to be false, forged, misleading, inaccurate, or materially incorrect at any stage, the Organisation shall have the right to reject/disqualify, terminate our EOI, forfeit any applicable security deposit, and/or initiate appropriate legal action without any liability whatsoever.
12. We further declare that we have read, understood, and accepted all provisions of this Expression of Interest document in its entirety without any reservation.

For and on behalf of the Vendor

Name of Authorised Signatory: _____

Designation: _____

Name of Firm/Company: _____

Signature: _____

Date: _____

Place: _____

Company Seal/Stamp