



Expression of Interest (EOI)

For

**Selection of Consultant
for obtaining Fire NOC
from Statutory Authorities**

UNDER

**ESTATE & MAINTENANCE SECTION
INDIAN INSTITUTE OF FOREIGN TRADE, KOLKATA CAMPUS
1583, Madurdaha, Chowbaga Road,
Kolkata 700107
Ph. No: (033) 3501-4500/4600**

NOVEMBER, 2022

1. LETTER OF INVITATION

**ESTATE & MAINTENANCE SECTION
INDIAN INSTITUTE OF FOREIGN TRADE, KOLKATA CAMPUS
1583, Madurdaha, Chowbaga Road,
Kolkata 700107
Ph. No: (033) 2419-5700/5900**

No. IIFT (K)/E&M/2022

Dated: 01.11.2022

Dear Sir/Madam,

ESTATE & MAINTENANCE SECTION, INDIAN INSTITUTE OF FOREIGN TRADE, KOLKATA CAMPUS invites sealed **Expression of Interest (EOI)** from interested candidates/firms for selection of Consultant for obtaining Fire NOC from the Statutory Authority. The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and method of evaluation etc. is enclosed. The EOI Document is also available on the IIFT website www.iift.edu.

You may submit your responses in sealed envelopes in prescribed format to the **Accounts Officer, Indian Institute of Foreign Trade, Kolkata Campus** latest by 25.11.2022:

**The Section-in-Charge,
ESTATE & MAINTENANCE SECTION
INDIAN INSTITUTE OF FOREIGN TRADE, KOLKATA CAMPUS
Kolkata - 700107, India**

Queries if any may be referred in writing at e-mail: emkol@iift.edu. No personal communication will be entertained.

S. No.	Critical Dates	Date
1.	Publishing Date	02.11.2022
2.	Document Download Start Date	02.11.2022
3.	Document Download End Date	25.11.2022
4.	EOI Submission Date	25.11.2022

Yours faithfully,

Section-in-Charge,

**ESTATE & MAINTENANCE SECTION
INDIAN INSTITUTE OF FOREIGN TRADE, KOLKATA CAMPUS**

Encl.: EOI Document.

2. Background:

INDIAN INSTITUTE OF FOREIGN TRADE (IIFT) was set up in 1963 by the Government of India as an autonomous organization to help professionalize the country's foreign trade management and increase exports by developing human resources, analyzing and disseminating data and conducting research. IIFT has a campus in Kolkata which Located in MADURDAHA Area behind Ruby General Hospital, overlooking green ridge, the IIFT Campus at Kolkata is considered to be one of the finest in the eastern part of the Country. The campus spread over 7 acres of land houses one academic block and admin block each and two residential blocks for students and visiting faculty. Be it the mystic beauty of the architectural design, or the splendor of the campus in full bloom in winter, it never fails to impress the visitors. The campus itself is a very picturesque with artistically designed buildings and well-maintained plush gardens and water bodies. The facilities available on the campus include, fully air- conditioned lecture halls with modern audio-visual aids, conference halls for round-table conferences, an auditorium of 500 seating capacity, MDP Centre, computer center, indoor games, sports ground, besides excellent residential facilities for the students. The Institute visualizes its future role as:

- A catalyst for new ideas, concepts and skills for the internationalization of the Indian economy.
- The primary provider of training and research-based consultancy in the areas of international business, both for the corporate sector, Government and the student's community.
- An institution with proven capability to continuously upgrade its knowledge base with a view to servicing the requirements of the Government, trade and industry through both sponsored and non-sponsored research and consultancy assignments.

The Institute's portfolio of long-term programmes is diverse, catering to the requirements of aspiring International Business executives and mid-career professionals alike. These are

- Two-year MBA (International Business), New Delhi and Kolkata
- Three-year MBA (International Business) (Part-Time), New Delhi and Kolkata
- Executive PGD in International Business, New Delhi and Kolkata
- Certificate Programme in Export Management, New Delhi and Kolkata

3. Venue & Deadline for submission of proposal

Proposal, in its complete form in all respects as specified in the EOI, must be submitted to Accounts Officer, IIFTK at the address specified herein earlier. In exceptional circumstances and at its discretion, IIFT may extend the deadline for submission of proposals by issuing an amendment to be made available on the IIFT website, in this case all rights and obligations and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

4. Validity of Offer & Regarding:

- The offer for EOI as per this document shall be valid for a period of 6 (six) months initially which may be extended further if required by IIFT.
- The Institute reserves the right to curtail/ enhance the scope of the work stated above or cancel, if required, without assigning any reason thereof.
- The firm/applicant at their own must visit and examine the probable sites of work and its surroundings and obtain all information that may be necessary for execution of work prior to submitting the bid for actual assessment of the work.

5. Scope of Work:

1. The approximate total area is 7 acres. The site is not empty and houses several high value Clusters, Servers, UPS's and many other related equipment and devices which are very crucial in the day to day working of the Centre and are running 24x7 throughout the year. All of these Clusters, Servers, UPS's and related equipment and devices cannot be shut down completely nor can they be kept shut down for long periods continuously. Any shutdown required should be carefully planned well ahead and would require written request atleast 10 days in advance and co-ordination with the Computer Center. The design and implementation of the Fire Safety solutions thus warrants careful consideration of these facts.

Professional Fees:

Sl. No.	Description	Units	Fees to be entered by the Consultant
Rate to be quoted inclusive of all taxes and other charges (if any)			

❖ Timeline for completion of the work:

6. Payments:

- The payment will be made for complete work as per the work order to be issued by the competent authority.
- The rate shall be inclusive of all taxes and other charges.
- No payment will be made for the work which is claimed without relevant work order.

7. General Terms:

- I. It is expressly made clear that mere submission of EOI by person, whether eligible or ineligible, shall not confer any right on him/her whatsoever.
- II. EOI proposal submitted by person, who fails to satisfy the minimum qualification, shall not be considered and would stand summarily rejected.
- III. Institute reserves the right to terminate the process or reject any or all EOI proposals at any time or stage without assigning any reason thereof.
- IV. Amendment if any: At any time prior to the last date of submission of EOI, IIFT may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidders, modify the tender document by issuing corrigendum/addendum. Corrigendum/addendum to this EOI shall be published in the site www.iift.edu.

Prospective bidders are advised to regularly visit the website: www.iift.edu to keep track of corrigendum, if any.

- V. Institute shall in no circumstance whatsoever, be responsible or liable in any manner whatsoever, for any costs or expenses incurred or any loss suffered by the applicant, in connection with or in consequence of the preparation or delivery of any EOI, or compliance with any of the requirements of the Invitation for EOI or invitation for discussion or in any other manner.
- VI. Any suppression or misrepresentation of a material fact(s) shall result in disqualification of the EOI proposal.
- VII. IIFT reserves the right to accept or reject any or all proposal without assigning any reason thereof.
- VIII. Canvassing in any form shall render the EOI proposal liable to be rejected.
- IX. The persons submitting EOI proposal shall be deemed to have read and duly considered all terms and conditions of this Invitation of EOI document and must acknowledge that it intends to receive an EOI proposal in accordance with the provisions of this document having accepted the terms and conditions as have been incorporated herein and/or that may be incorporated by the Institute through any Addendum (s).
- X. The decision of the Institute shall be final while finalizing the EOI proposals.
- XI. All the legal disputes will be subjected to the jurisdiction of Kolkata
- XII. Indian Institute of Foreign Trade reserves the right to accept in part or in full or reject any or more Expression of Interest (EOI) without assigning any reasons or cancel the EOI process and reject all EOI's at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s) and is not bound to accept the lowest evaluated bid since due weightage shall be given to several factors/Expertise besides the commercial bid and decision of IIFT to that effect shall be final & binding.

8. Credential of the Consultant:

- General Information of the Consultant/Firm (To be submitted on Letterhead)

Sl. No.	Criteria	Response Format	Details
1	Name of the Consultant/Firm		
2	Type of Firm	Proprietorship Firm Partnership Firm Registered Company	
3	Registered address of the bidder	Registered Off. Add. Telephone No. e-mail Mob:	
4	Contact Details:	Details of Contact Person (Name, Designation, Address etc.) Telephone Number: Mob: e-mail:	
5	Year and place of the establishment of the Firm:	Year of Establishment Place of Establishment	
6	Similar project executed by the Consultant/Firm	Number of Projects (Copy enclosed)	
7	List of major clients with whom you/your organization has been/is currently associated	Name of the clients along with contact details	
8	Do you have a local representation/office in Kolkata	(Yes/No)	If “Yes” give details

Particulars of authorized signatory of the Consultant/Firm:

- (a) Name:
- (b) Designation:
- (c) Address:
- (d) Telephone No.:
- (e) E-mail:

- **Evaluation Criteria and Method of Evaluation:**

- Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- Based on the experience and rates quoted, the selection of the firm/applicant will be done as per the provision of contract of the Institute. The rate quoted for the works will be valid for six months and there will be no enhancement of the rate.

- **Conflict of Interest:**

- (i) Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the applicant to inform IIFT, detailing the conflict in writing as an attachment to this document.
- (ii) IIFT will be the final arbiter in cases of potential conflicts of interest. Failure to notify IIFT of any potential conflict of interest will invalidate any verbal or written agreement.
- (iii) All legal disputes will be subjected to jurisdiction of Kolkata.

- **Last date of submission of EOI:**

The last date of submission of EOI is 25.11.2022 (3.00 p.m.)

EoI Opening Date & Time is 25.11.2022 (4:00 p.m.)

: FORMAT FOR SUBMISSION:

FORMAT – 1

APPLICANT’S EXPRESSION OF INTEREST

To,
The
Section-in-Charge,
ESTATE & MAINTENANCE SECTION
INDIAN INSTITUTE OF FOREIGN TRADE, KOLKATA CAMPUS
1583, Madurdaha, Chowbaga Road,
Kolkata 700107

**Sub: Submission of Expression of Interest for selection of Consultant for obtaining
Fire NOC from the Statutory Authorities**

Dear

In response to the Invitation for Expressions of Interest (EOI) published on your website, dated 02.11.2022, for the above purpose, we would like to express interest to carry out the above proposed work. As instructed, we attach 2 sets of the following documents (Stamps and signed) in separately sealed envelopes and one soft copy:

1. Organizational Details
2. Experience in related fields
3. Additional information
4. Copy of License, GST Certificate, PAN Card
5. Declaration

Sincerely Yours,
Signature of the applicant
[Full name of applicant]
Stamp.....
Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.

FORMAT – II

Technical Qualification and Experience:

(Self-attested certificates as stated above are enclosed. If any information is found to be incorrect of false or in case of improper documentation, the application is liable to be cancelled)

- **Technical Experience:**

- (i) **Name of the Organization/Self Employed:**
- (ii) **Qualification:**
- (iii) **Technical Qualification:**
- (iv) **Nature of work:**
- (v) **Details of Work:**
- (vi) **Period of Work:**
- (vii) **Remarks**

FORMAT - II

Declaration

I/We hereby confirm that I/we am/are interested in competing for the selection of Consultant for obtaining Fire NOC from the Statutory Authority.

All the information provided herewith is genuine and accurate

Authorized Person's Signature:

Name and Designation