



## **Expression of Interest (EOI)**

**For**

# **Selection of Survey Agency to conduct primary survey in the “Rules of Origin Trends” project.**

**UNDER**

**Economics Division**

**INDIAN INSTITUTE OF FOREIGN TRADE, KOLKATA CAMPUS**

**1583, Madurdaha, Chowbaga Road, Kolkata 700107**

**Ph. No: (033) 3501-4500/4600**

**MARCH, 2023**

# 1. LETTER OF INVITATION

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

No. IIFT (K)/APP/22-23/02

Dated: 14.03.2023

Dear Sir/Madam,

**ECONOMICS DIVISION, INDIAN INSTITUTE OF FOREIGN TRADE, KOLKATA CAMPUS** invites sealed **Expression of Interest (EOI)** from interested candidates/firms for selection of a Survey Agency to conduct primary survey in the “Rules of Origin Trends” project. 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](http://www.iift.edu).

You may submit your responses in sealed envelopes in prescribed format to the undersigned latest by **31<sup>st</sup> March, 2023**:

**The Project Head,  
ECONOMICS DIVISION  
INDIAN INSTITUTE OF FOREIGN TRADE, KOLKATA CAMPUS  
Kolkata - 700107, India**

Queries if any may be referred in writing at e-mail: [ranajoy@iift.edu](mailto:ranajoy@iift.edu). No personal communication will be entertained.

S. No.	Critical Dates	Date
1.	Publishing Date	15.03.2023
2.	Document Download Start Date	15.03.2023
3.	Document Download End Date	31.03.2023
4.	EoI Submission Date	31.03.2023

Yours faithfully,

**Section-in-Charge,  
ESTABLISHMENT SECTION  
INDIAN INSTITUTE OF FOREIGN TRADE, KOLKATA CAMPUS**

Encl.: EOI Document.

## 2. Background:

INDIAN INSTITUTE OF FOREIGN TRADE, KOLKATA CAMPUS 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. 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, 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

**Objective of the Project:** Rules of Origin are the criteria required to prove the source (country of origin) of a product or good. The purpose of ROO is to ensure supply of goods from countries who has been allowed preferential market access, prevention of diversion of goods, prevention from circumvention of trade remedial actions or other measure, gathering information on trade statistics etc. Moreover, modern trade flows are guided by the complex global value chains (GVCs) wherein it is critical to identify the origin of each stage of production and devise an appropriate policy mechanism to avoid trade deflection. The variations in the practice of governments with regards to ROO, sometimes leads to confusions and inappropriate/misleading documentations. The complexity and variations in ROO are a challenge for many firms seeks to participate in production networks. Trade agreements are also all encompassing with almost all WTO and WCO Members taking part in one/more FTAs. Hence, in line with the present trend globally, there will be a need for simplification and harmonization of customs procedures, for determination and enforcement of ROO to lower the implicit costs and corresponding time faced by participants in global production chains.

### 3. Venue & Deadline for submission of proposal

Proposal, in its complete form in all respects as specified in the EOI, must be submitted to PROJECT HEAD, 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 which case all rights and obligations of IIFT 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 3 (three) 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.

#### Skill Required:

- (i) Experience in doing research in International Trade.
- (ii) Desirable: Contacts and Experience in survey work in Export Promotion Councils and other Industry Bodies.

**Methodology:** The selected agency would be responsible for identification of the appropriate survey tools and data collection techniques. The selected agency would need to use validation tools to ensure efficiency and accuracy in data collection.

❖ **Timeline for completion of the work: 2 Months**

#### ELIGIBILITY/ SHORTLISTING CRITERIA:

The duration of the contract will be Two (2) Months, with provision of extension as per project requirement due to unavoidable circumstances without provision of extra payment. Interested Agency should provide information demonstrating that they have the required qualifications and relevant experience to perform the above-mentioned Service. The shortlisting criteria and supporting documents to be submitted along with EOI are as follows:

Sl. No.	Eligibility Criteria	Documents Required to be Submitted with EoI
01	The Agency should be a legal Indian Entity (Proprietorship firm, Partnership, LLP, Company, Society, and Trust) incorporated/ registered/ recognized, as the case may be under the respective applicable laws eligible to enter into an agreement/contract with all the organization/association related to our survey.	Copy of certificate of Incorporation/ Registration
02	The Agency should not be blacklisted by any Central Government / State Government / Government bodies/ JICA/ World Bank	Undertaking Certificate signed by the Authorized signatory on the letter head of the organization

<b>03</b>	The Agency must be registered in India with appropriate tax and other administrative authorities. The Agency must have PAN and valid GST No.,	Copy of PAN and GST registration no.
<b>04</b>	The said legal entity/ Agency should have been in existence for a period of at least 5 years as on 01st March, 2023.	Certificate of Incorporation
<b>05</b>	The Agency along with Consortium partner (if any) should have undertaken and successfully completed at-least <b>five (5)</b> similar Survey. Impact Evaluation or Assessment Design and Implementation Projects with Central Govt / State Govt./JICA assisted Projects/World Bank projects etc. during last 5 years. The consulting fees in each of the projects to be at-least INR 5 lakhs. The Agency should have demonstrated experience in undertaking on-ground activities covering data collection, conducting surveys, field-level monitoring and/or placement verification.	Details of Work Experience and Similar Assignments undertaken accompanied by copies of contracts and completion or acceptance certificate by the clients.  (Details to be provided)
<b>06</b>	The key officials of the Agency along with Consortium partner (if any) should have expertise and experience in sample size calculations, econometrics, and/or use of statistical tools (e. g. STATA, SAS, SPSS) on similar projects. Firm should possess dedicated team with specialization in Statistical analysis of data.	Names, qualification and relevant experience of the inhouse team of Statistical expertise (preference will be given to organisation with atleast 3-4 full time such employees). (Details to be provided.)
<b>07</b>	The Agency along with Consortium partner (if any) should have in-house capacity/ experts in the team with the experience of executing such studies (apart from above criteria no. 6)	Brief profile of in-house Core Technical Experts having similar experience to establish capability of executing the project. (Details to be provided)
Apart from the above documents, the Agency is required to submit the Power of Attorney /authorization letter in the name of the Authorized Signatory.		

### 5. 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.
- No payment will be made for the work which is claimed without relevant work order.
- You need to indicate your professional fees along with schedule of payments.

### 6. 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](http://www.iift.edu). Prospective bidders are advised to regularly visit the website: [www.iift.edu](http://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.

#### **7. 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 6 months and there will be no enhancement of the rate.

#### **8. Conflict of Interest:**

- Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform IIFT, detailing the conflict in writing as an attachment to this document.
- 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.
- All legal disputes will be subjected to jurisdiction of Kolkata.

#### **9. Last date of submission of EOI:**

- The last date of submission of EOI is: **31.03.2023 by 3:00 P.M.**
- Bid Opening Date & Time is: **31.03.2023 at 4:00 P.M.**

**: FORMAT FOR SUBMISSION:**

**ANNEXURE – 1**

**APPLICANT’S EXPRESSION OF INTEREST**

**To,  
The Project Head,  
ECONOMICS DIVISION  
INDIAN INSTITUTE OF FOREIGN TRADE, KOLKATA CAMPUS  
1583, Madurdaha, Chowbaga Road,  
Kolkata 700107**

**Sub: Submission of Expression of Interest for selection of a Survey Agency to conduct primary survey in the “Rules of Origin Trends” project.**

Dear

In response to the Invitation for Expressions of Interest (EOI) published on your website, dated 15.03.2023, 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.***

**ANNEXURE – II**

**Experience and Other Credentials:**

**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)**

**Other Credentials (as mentioned in the document):**

**(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)**



## ANNEXURE – III

### **Declaration**

I/We hereby confirm that I/we am/are interested in competing for the selection of a Survey Agency to conduct primary survey in the “Rule of Origin Trends” project

All the information provided herewith is genuine and accurate

**Authorized Person’s Signature:**

**Name and Designation**