



Expression of Interest (EOI)

For

**Selection of Class-1 KMC
Licensed Building
Surveyor**

UNDER

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

MAY, 2021

1. TEXT OF ADVERTISEMENT

	INDIAN INSTITUTE OF FOREIGN TRADE KOLKATA CAMPUS 1583, Madurdaha, Chowbaga Road, Kolkata 700107
<p style="text-align: center;">EXPRESSION OF INTEREST</p> <p style="text-align: center;">No. IIFT(K)/E&M/2021 dated 11.05.2021</p> <p>Sealed EOI IS invited from experienced and competent firms for selection of Class-1 LBS of KMC at IIFT Kolkata Campus".</p> <p style="text-align: center;">Download of EOIdocument From 11.05.2021 to 31.05.2021 (Date extended up till 16.06.21 at 3 p.m).</p> <p>For further details visit IITG website www.iift.edu. Any further clarification including corrigendum, addendum, amendments, time extension etc. to the above Eoi will be posted in the website only. Interested Surveyors should therefore regularly visit the website.</p> <p style="text-align: right;">Dr. P.K. Gupta Registrar</p>	

2. 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/2021

Dated:11.05.2021

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 the Class -1 Licensed Building Surveyor of KMC for preparation of architectural drawings as per Sanctioned Plan, to obtain sanction of Completion Certificate from Kolkata Municipal Corporation. 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 undersigned latest by 31.05.2021:

**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	11.05.2021
2.	Document Download Start Date	11.05.2021
3.	Document Download End Date	31.05.2021
4.	Bid Submission Date	By 31.05.2021
5.	Extended Submission Date	By 16.06.21 at 3 p.m.

Yours faithfully,

Section-in-Charge,

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

Encl.: EOI Document.

3. Background:

INDIAN INSTITUTE OF FOREIGN TRADE, KOLKATA CAMPUS was set up in 1963 by the Government of India as an autonomous organisation to help professionalise the country's foreign trade management and increase exports by developing human resources, analysing and disseminating data and conducting research. The Institute visualises its future role as:

- A catalyst for new ideas, concepts and skills for the internationalisation 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, and Dar-es-Salaam
- Three-year MBA (International Business) (Part-Time), New Delhi and Kolkata
- Executive Masters in International Business, New Delhi
- Certificate Programme in Export Management, New Delhi

4. Venue & Deadline for submission of proposal

Proposal, in its complete form in all respects as specified in the EOI, must be submitted to IIFTK, ESTATE & MAINTENANCE SECTION 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.

5. 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.

6. Scope of Work:

Preparation of architectural drawings as per Sanctioned plan, to obtain sanction of Completion Certificate from Kolkata Municipal Corporation.

❖ **Professional Fees:** Rupees per sqm. as per sanctioned plan.

❖ **Mode of Payment:**

- _____ per sqm. as advance (Optional)
- _____ per sqm. on submission of drawings for sanction (Optional)
- _____ per sqm. at the time of submission of fees. (Optional)
- Balance/Full amount on delivery of sanctioned completion plan & certificate

7. 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

8. 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.

9. Minimum required qualification:

(a) A Bachelors Degree in Civil/Construction Engineering from a Government recognized University or an equivalent engineering qualification recognized by the Government and may have not less than five years' experience in planning, design and execution of building works including sanitary and plumbing works related to building in areas of Kolkata Municipal Corporation.

OR

(b) A Diploma in Civil Engineering from a Government recognized University or an equivalent engineering qualification recognized by the Government and may have at least ten years experience in planning, design and execution of building works including sanitary and plumbing works related to building in areas of KMC.

10. 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 one year and there will be no enhancement of the rate.

11. 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.

12. Last date of submission of EOI:

The last date of submission of EOI is 31.05.2021 (Date extended up till 16.06,21 at 3 pm)

Bid Opening Date & Time is: 16.06.21 at 3:30 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 Class-1 Licensed Building Surveyor of KMC

Dear

In response to the Invitation for Expressions of Interest (EOI) published on your website, dated 11.05.2021, 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:

- **Technical Qualification:**

Examination Passed	Year of Passing	University

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

- **Technical Experience:**

- (i) **Name of the Organization/Self Employed:**

- (ii) **Nature of work:**

- (iii) **Details of Work:**

- (iv) **Period of Work:**

- (v) **Remarks**

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

FORMAT – 1

FORMAT - II

Declaration

I/We hereby confirm that I/we am/are interested in competing for the selection of Class-I Licensed Building Surveyor of KMC.

All the information provided herewith is genuine and accurate

Authorized Person's Signature:

Name and Designation