



**INDIAN INSTITUTE OF MANAGEMENT CALCUTTA
DIAMOND HARBOUR ROAD
KOLKATA - 700104**

भारतीय प्रबंध संस्थान कलकत्ता
डायमंड हार्बर रोड, कोलकाता

NOTICE INVITING TENDER

FOR

EXPRESSION OF INTEREST

FOR

**APPOINTMENT OF CAREER DEVELOPMENT CONSULTANT
FOR A PERIOD OF TWO YEARS BY THE
INDIAN INSTITUTE OF MANAGEMENT CALCUTTA**

**NIT NO: IIMC/NIT/EOI/PROC/CDC/I/2023-24
DATED: 19 MAY 2023**

NOTICE INVITING TENDER

NIT REFERENCE NO & DATE: *IIMC/NIT/EOI/PROC/CDC/I/2023-24 DATE 19 MAY 2023*

For “*APPOINTMENT OF CAREER DEVELOPMENT CONSULTANT FOR A PERIOD OF TWO YEARS BY INDIAN INSTITUTE OF MANAGEMENT CALCUTTA*”

| Tender Information Summary (TIS) | | | |
|--|---|--|---|
| 1. Basic Tender Details | | | |
| Tender Title | <i>APPOINTMENT OF CAREER DEVELOPMENT CONSULTANT FOR A PERIOD OF TWO YEARS BY INDIAN INSTITUTE OF MANAGEMENT CALCUTTA</i> | | |
| Tender Ref. | IIMC/NIT/EOI/PROC/CDC/I/2023-24 DATE 19 MAY 2023 | | |
| Tender Type | OTE – DOMESTIC | Form of Contract | CONSULTANCY |
| Tender Category | EOI | No. of Covers | SINGLE COVER |
| Bidding System | TWO STAGE | e-Reverse Auction to be held after Financial bid opening | NO |
| Procuring Organisation | Indian Institute of Management Calcutta | Procuring Entity | The Director, Indian Institute of Management Calcutta |
| Tender Inviting Authority (TIA) | Senior Administrative Officer (Purchase) | Address | Diamond Harbour Road, Joka, Kolkata, West Bengal - 700104 |
| Appointing Authority for Arbitration | Head of the Procuring Organisation | | |
| 2. Requirement Details | | | |
| Evaluation Basis | As per terms and conditions of contracts and Rules of Govt of India | Part quotation allowed or not | Not Allowed |
| Inspection Type | Final and On Site | Inspection Agency | By Procuring Entity |
| Inspection Schedule | After completion of work and before making payment | | |
| Item Details | As per Schedule of Requirement | Quantity and Units | As per Schedule of Requirement |
| Indicative HSN Code | Item wise | Consignee/ State | IIMC, Kolkata/ West Bengal |
| Terms of Delivery | As per Tender Document | Completion date of Delivery | As per Tender Document |
| 3. Critical Dates | | | |
| Published Date | 19 May 2023 at 1500 hrs | Bid Validity | 75 days from the date of opening of Bid |
| Document Download Start Date & Time | 19 May 2023 At 1500 hrs | Document Download End Date & Time | 08 June 2023 at 1000 hrs |
| Clarification Start Date & Time | 19 May 2023 at 1500 hrs | Clarification End Date & Time | 08 June 2023 at 1000 hrs |
| Bid Submission Start Date & Time | 19 May 2023 at 1500 hrs | Bid Submission Closing Date & Time | 08 June May 2023 at 1000 hrs |
| Tender Opening (Technical bid) Date & Time | 09 June 2023 at 1000 hrs | Tender Opening (Financial bid) Date & Time | NOT APPLICABLE BEING EOI |

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| 4. Eligibility to Participate | |
| Is this item reserved for exclusive Procurement from MSEs | NO |
| Nature of Bidders eligible – OEMs/ Dealers authorised by OEMs | NO RESTRICTION |
| Entities from countries not eligible to participate on reciprocal basis | NOT APPLICABLE BEING DOMESTIC CATEGORY |
| Minimum local content for eligibility to participate | AS PER GOVT ORDERS |
| Classes of Local Suppliers eligible to participate | AS PER GOVT ORDERS |
| Mandatory Joint venture with Indian Company | NOT APPLICABLE |
| 5. Obtaining the Tender Document and clarifications | |
| eProcurement Portal and helpdesk for Document availability and submission | Central Public Procurement Portal https://eprocure.gov.in/app |
| Cost of Tender Document (INR) | NOT APPLICABLE |
| Office/ Contact Person/ email for clarifications | Purchase Section sao_purchase@iimcal.ac.in +91-33-7121 1000 Extn 1070/1061/ 1062 and +91-33-7121 1070, +91-33-7121 1061 and +91-33-7121 1062 (Direct) |
| 7. Pre-bid Conference | |
| Pre-bid Conference applicable or not | Yes |
| Place, time, and date of the Pre-bid Conference | <i>Date and Time : 31 May 2023 at 1430 hrs Indian Institute of Management Calcutta</i> |
| Place, time, and date before which Written queries for the Pre-bid conference must be received | <i>Date and Time : 31 May 2023 at 1130 hrs Indian Institute of Management Calcutta</i> |
| Place, time, and date before which registration of participants for the Pre-bid conference must be received | <i>Date and Time : 31 May 2023 at 1130 hrs Indian Institute of Management Calcutta</i> |
| 8. Preparation and Submission and Opening of Bids | |
| Bids to be Addressed to | Senior Administrative Officer (Purchase) Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata, West Bengal – 700104 |
| Instructions for Online bid Submission | As per Central Public Procurement Portal https://eprocure.gov.in/epublish/app |
| Tender Opening Place | Purchase Section, Administrative Building, IIMC Kolkata |
| Alternate Bids allowed or not | NO |
| 9. Physical submission of Originals/ Self-attested copies of Originals of Scanned Documents uploaded | |
| Physical documents required/ permitted to be submitted | AS PER TENDER DOCUMENTS |
| If Yes, List of Documents to be submitted physically | AS PER TENDER DOCUMENTS |
| Deadline for physical submission of originals/ self-attested copies of Originals of uploaded scanned documents | AS PER TENDER DOCUMENTS |
| Address of Physical Submission of Originals | Senior Administrative Officer (Purchase) Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata, West Bengal - 700104 |

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| 10. Documents relating to Bid Security and Performance Security | | | |
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| Bid Security and Validity | <i>BID SECURITY DECLARATION CERTIFICATE (Attached as FORM 4 to this EOI)</i> | Form of Security and To whom to be addressed | In favour of the “INDIAN INSTITUTE OF MANAGEMENT CALCUTTA” payable at KOLKATA in the form of an Account Payee Demand Draft/ Fixed Deposit Receipt/ Banker’s Cheque/Bank Guarantee from any Commercial Bank or Private Bank authorized to conduct Government business. |
| Performance Security and Validity | <i>NOT APPLICABLE AT EOI STAGE</i> | Form of Security and To whom to be addressed | |
| 11. Additional Clauses | | | |
| Integrity Pact to be Signed and Submitted along with bid | AS PER EOI DOCUMENT | Independent External Monitor, Name and Contact Details | NO |
| Price Variation Clause | NO | | |
| Quantity Splitting/ Parallel Orders | NO | If Yes, Ratio of Distribution among L-1 and others | NA |

