



**INDIAN INSTITUTE OF  
MANAGEMENT CALCUTTA**  
Diamond Harbour Road, Joka,  
Kolkata - 700104

**EXPRESSION OF INTEREST DOCUMENT**

**REFERENCE NO**

**IIMC/EOI/SOUND SYS/III/2022-23**

**DATE : 19 DECEMBER 2022**

**FOR**

**SELECTION OF VENDOR(S) FOR PROVIDING VARIOUS SOUND  
SYSTEM EQUIPMENTS AT IIMC CALCUTTA**

**INDIAN INSTITUTE OF MANAGEMENT CALCUTTA**  
**Diamond Harbour Road, Joka,**  
**Kolkata - 700104**

**TENDER REFERENCE NO : IIMC/EOI/SOUND SYS/III/2022-23**

**DATE : 19 DECEMBER 2022**

**REQUEST FOR EXPRESSION OF INTEREST FOR SELECTION OF VENDOR(S) FOR PROVIDING SOUND SYSTEM EQUIPMENTS AT INDIAN INSTITUTE OF MANAGEMENT CALCUTTA**

Sir,

1. On behalf of the Director, Indian Institute of Management Calcutta, Kolkata (herein after referred to as "IIMC"), invites Expression of Interest (hereinafter referred as the EOI) from eligible and qualified vendors for "*SELECTION OF VENDOR(S) FOR PROVIDING SOUND SYSTEM EQUIPMENTS AT INDIAN INSTITUTE OF MANAGEMENT CALCUTTA*". Interested vendors should provide sufficient and relevant information demonstrating that they meet the specified eligibility criteria and have the required qualifications to perform the above Services. This EOI, details the process of such shortlisting. As part of this procurement process, a Request for Proposals (RFP) for selecting vendor shall be subsequently issued to only such shortlisted vendors.

2. **Availability of the EOI Document.** The EOI Document will be published on the Central Public Procurement Portal (CPPP e-Publishing) ([www.eprocure.gov.in](http://www.eprocure.gov.in)) and in the Website of Indian Institute of Management Calcutta (<https://www.iimcal.ac.in/tenders>). It shall be available for download after the date and time of the start of availability till the deadline for availability as mentioned in tender documents. It shall also be available with *Purchase Department, Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata, West Bengal - 700104.*

3. This EOI is to be submitted for Technical Bid duly signed & stamped on every page by the vendor as token of acceptance of terms and conditions mentioned in the EOI.

4. The address and contact numbers for sending Bids or seeking clarification regarding this RFP are given below:-

(a) **Bids/queries to be addressed to.** Senior Administrative Officer (Purchase), Indian Institute of Management Calcutta.

(b) **Name/designation of the contact personnel.** Senior Administrative Officer Purchase, Indian Institute of Management Calcutta

(c) **Telephone numbers of the contact personnel.** +91-33-7121 1000 Extn 1070/1061/ 1062 and +91-33-7121 1070, +91-33-7121 1061 and +91-33-7121 1062 (Direct)

(d) **E-mail id.** sao\_purchase@iimcal.ac.in

5. This EOI is divided into five parts as follows:

(a) **Part I** – General Information.

(b) **Part II** – Essential details of the items/services required.

(c) **Part III** – Standard conditions of EOI.

(d) **Part IV** – Evaluation criteria.

6. This EOI contains the following FORMS:-

(a) Appendix 'A' – Bidder's Information.

(b) Appendix 'B' – Terms and Conditions Compliance Certificate.

7. Nominal/ merely typographic error may be overlooked or to be dealt as per the discretion of PROCURING ENTITY.

8. This EOI is being issued with no financial commitment and the BUYER reserves the right to change or vary any part thereof at any stage. The BUYER also reserves the right to withdraw the EOI and reject any EOI in part or in full, should it become necessary at any stage.

9. Please return this letter along with the complete EOI duly signed as attached.

Yours faithfully,  
Sd/-x-x-x-x-x-x  
(Zulfqar Hasan)  
Senior Administrative Officer (Purchase)

10. I/We am/are in possession of a complete set of EOI issued by you, and have understood and agree to abide by the above instructions as well as those contained in the EOI and contract forms. The attached EOI Forms duly completed and signed are submitted herewith.

Date : 2022

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Name in BLOCK CAPITAL Letters  
(Capacity i.e. Proprietor/ Partner  
With Stamp)

## **PART I – GENERAL INFORMATION**

1. **Last Date and Time for Submission of EOI.** *09 January 2023 at 0930 hours.*

2. **Manner of Submission of EOI.**

(a) The EOI documents shall be submitted in OFFLINE MODE in the Tender Box placed at Entrance Gate of Administrative Building, Indian Institute of Management Calcutta, Kolkata. Detailed credentials as per the requirement of eligibility criteria and all EOI papers are to be submitted in “Technical Bid”.

(b) Bidders cannot submit the EOI after the due date and time of bid submission. Time being displayed on Central Public Procurement Portal <https://eprocure.gov.in/eppublishing/app> (“Server System Clock Time”) shall be final and binding on the bidder.

(c) The bidders are advised to submit their EOI well before the due date. IIM CALCUTTA shall not be responsible for any delay in submission of EOI for any reason.

(d) If the office happens to be closed on the deadline to submit the bids as specified above, this deadline shall *NOT* be extended.

3. **Schedule of EOI Opening.** *10 January 2023 at 1000 hrs.*

*(If due to any exigency, the due date for opening of the EOI is declared a closed Holiday, the EOI will be opened on the next working day at the same time or on any other day/time, as intimated by the BUYER).*

5. **Two Stage Bidding System.** The existing EOI is a Two Stage Bidding EOI to explore the market and to finalise Specifications/ Scope of Work based on technical discussion/ presentations from the experienced/ successful BIDDER in a transparent manner. On receipt of the EOI in the First Stage of Bidding, technical discussion/ presentation may be held with the shortlisted BIDDERS, which are prima facie considered technically and financially capable of executing the project/ services, giving equal opportunities to all such BIDDERS to participate in the discussion. During this technical discussion stage, Procuring Entity may include other stakeholders in the discussion who could add value to the decision making on the various technical aspects and evaluation criteria. Based on the discussion/ presentation so held, one or more acceptable technical solutions could be decided upon laying down detailed technical specifications for each acceptable technical solution, quality benchmarks, warranty requirements, delivery milestones etc.

6. **Non-Committal EOI.** If the Procuring Entity is of the view that, after EOI stage, there is likelihood of further participation by many more BIDDERS and to avoid getting trapped in legacy technology, the Second Stage Bidding **MAY NOT BE** restricted only to the shortlisted BIDDERS of FIRST STAGE of EOI.

7. **Modification and Withdrawal of EOI.** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the customer prior to deadline prescribed for submission of bids. No bid shall be modified after the expiry of deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder’s forfeiture of bid security.

8. **Rejection of EOI.** Conditional EOI will be rejected.

9. **Validity of EOI.** The EOI should be remain valid till **SEVENTY FIVE (75) DAYS** from the last date of submission of the EOI.

10. The approval or rejection to EOI(s) rests with Competent Authority (CA) as applicable, who reserves to himself the right of rejecting any EOI in whole or in part of any item in whole or in part in respect of any or all the delivery points shown in the schedule of requirements in Part II of EOI without assigning any cause/ reason.

13. These instructions on “Invitation of EOI” are to be signed by BIDDER and returned along with EOI.

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**PART II – ESSENTIAL DETAILS OF ITEMS/SERVICES REQUIRED**

1. **Schedule of Requirements/ Scope of Work.** Indian Institute of Management Calcutta intends to select vendor(s) for providing various Sound System Equipment throughout the year as per requirement basis. The suggested category of items and it's Brands required during various events in IIMC are as under:-

Ser No	Description of EQUIPMENTs	Brand	Accounting Unit	Quantity Required	Remarks
(a)	Amplifier with Catcher (120 Watt)	BOSE/ SONY/ BEYERDYNAMIC/ SHURE or likewise	Nos	03 (THREE)	FROM SER NO (A) TO (E) ALL EQUIPMENTS ARE REQUIRED AS ONE SET
(b)	Microphone with Stand		Nos	02 (TWO)	
(c)	Sound Box with 8" Transformer		Nos	12 (TWELVE)	
(d)	Collar Microphone		Nos	03 (THREE)	
(e)	Hand Microphone Cordless		Nos	02 (TWO)	
(f)	Amplifier with Catcher (120 Watt)	BOSE/ SONY/ KARMER/ YAMAHA/BEHRINGEHER/ TOA or likewise	Nos	01 (ONE)	FROM SER NO (F) TO (I) ALL EQUIPMENTS ARE REQUIRED AS ONE SET
(g)	Microphone with Stand		Nos	01 (ONE)	
(h)	Sound Box with 8" Transformer		Nos	02 (TWO)	
(i)	Hand Microphone Cordless		Nos	01 (ONE)	
(j)	Microphone Collar	BOSE/ SONY/ KARMER/ YAMAHA/BEHRINGEHER/ SHURE/TOA or likewise	Nos	02 (TWO)	FROM SER NO (J) TO (O) ALL EQUIPMENTS ARE REQUIRED AS ONE SET
(k)	Microphone Hand		Nos	01 (ONE)	
(l)	Amplifier with Catcher (120 Watt)		Nos	01 (ONE)	
(m)	Sound Box with 8" Transformer		Nos	04 (FOUR)	
(n)	Mixer		Nos	01 (ONE)	
(o)	Audio Jack	Nos	01 (ONE)		
(p)	Microphone Collar	BOSE/ SONY/ KARMER/ YAMAHA/BEHRINGEHER/ SHURE/TOA or likewise BOSE/ SONY or likewise	Nos	01 (ONE)	FROM SER NO (P) TO (U) ALL EQUIPMENTS ARE REQUIRED AS ONE SET
(q)	Microphone Hand		Nos	01 (ONE)	
(r)	Amplifier with Catcher (120 Watt)		Nos	01 (ONE)	
(s)	Sound Box with 8" Transformer		Nos	02 (TWO)	
(t)	Mixer		Nos	01 (ONE)	
(u)	Audio Jack		Nos	01 (ONE)	
(v)	Microphone with Stand	BOSE/ SONY/ SHURE or likewise	Nos	01 (ONE)	FROM SER NO (V) TO SER NO (AA) AS EXTRA AS PER THE REQUIREMENT OF PROGRAMME
(w)	Sound Box with 8" Transformer	BOSE/ SONY/ SHURE or likewise	Nos	01 (ONE)	
(x)	Collar Microphone	BOSE/ SONY/ SHURE or likewise	Nos	01 (ONE)	
(y)	Hand Microphone Cordless	BOSE/ SONY/ SHURE or likewise	Nos	01 (ONE)	
(z)	Mixer Heavy Duty	BOSE/ SONY/ YAMAHA/ SHURE/ BEHRINGEHER/SENNHEISER or likewise	Nos	01 (ONE)	
(aa)	Mixer Medium Duty	BOSE/ SONY/ SHURE or likewise	Nos	01 (ONE)	

2. **Eligibility Criteria.** The interested Company/Firm/Agency shall fulfil the following criteria for submission of EOI:-

Sl. No.	Description	Remarks
(a)	Should have valid Permanent Account Number of Income Tax in the name of the Company or in the name of Proprietor.	Relevant Valid current document needs to be submitted
(b)	Should have valid GST Registration Certificate OR GST Exemption Certificate (as applicable)	
(c)	Relevant document for availability of Registered Office/Branch Office/ Operational Office at Kolkata area	
(d)	Photocopy of minimum THREE (03) Work Order and Completion Certificate relating to the similar nature of work in any Central/ State Govt Organizations OR PSU OR Autonomous Body OR in reputed Private Sector.	
(e)	The firm should have not been debarred by any Central/State/ Autonomous Bodies or Institute/Public Sector Undertaking	Self-declaration is required in the letter head of firm

3. **Other Terms and Conditions of the EOI.**

(a) The successful bidder will be responsible for transportation and loading/ off-loading of all materials related to them and no extra payment will be made by the IIM Calcutta on this account.

(b) The successful bidder himself will be responsible for safety and security of his material and IIM Calcutta will not be responsible for any damage/theft of material of the Successful Bidder.

(c) For any emergency situation, the successful bidder will provide solution related to his/her work at no extra cost.

(d) All materials used should be of as per required quality (**as mentioned in BOQ**). For the material used, which is not of good quality, appropriate deductions will be made from the bill. In case, it is found at some stage that the quality supplied/to be supplied is inferior the goods in question will be rejected or the contract will be cancelled and Successful Bidder will be debarred.

(e) The successful bidder shall be responsible for full execution of the contract and **shall not in any case assign or sublet ordered items or part thereof to any other party**. Failure to do so will attract cancellation of the order with debarment.

(f) All works related to this tender should be completed to entire satisfaction of the IIM Calcutta, failing which the **IIM Calcutta will have right to cancel the work order** and no payment will be made in that case.

(g) All precautionary/safety measures as necessary should be adopted by the agency/firm while executing the work to avoid any miss happening and loss caused due to the agency's negligence.

(h) The successful Bidder shall take all necessary precautions to prevent any damage that may cause towards any Institute's property during the course of execution of the contract and they will be liable to make good the same at their cost.

(j) The representatives of the successful Bidder should be available on telephone and also on mobile to enable this Institute to call them in emergency situation. Therefore, telephone as well as mobile number(s) and address will also be provided to IIM Calcutta (as per Bidder's Information Performa – **Appendix B**).

(k) Each page of the EOI is to be signed by the BIDDER and duly stamped.

(l) All disputes arising out of this contract shall be referred to the sole arbitrator as appointed by the Director, IIMC. The venue of arbitration shall be in Kolkata only.

(m) IIM Calcutta reserves the right to reject any or all EOI without assigning any reason. The decision of IIM Calcutta in this regard shall be final. No enquiries in this regard shall be entertained. Correspondence during tendering process may invite disqualification.

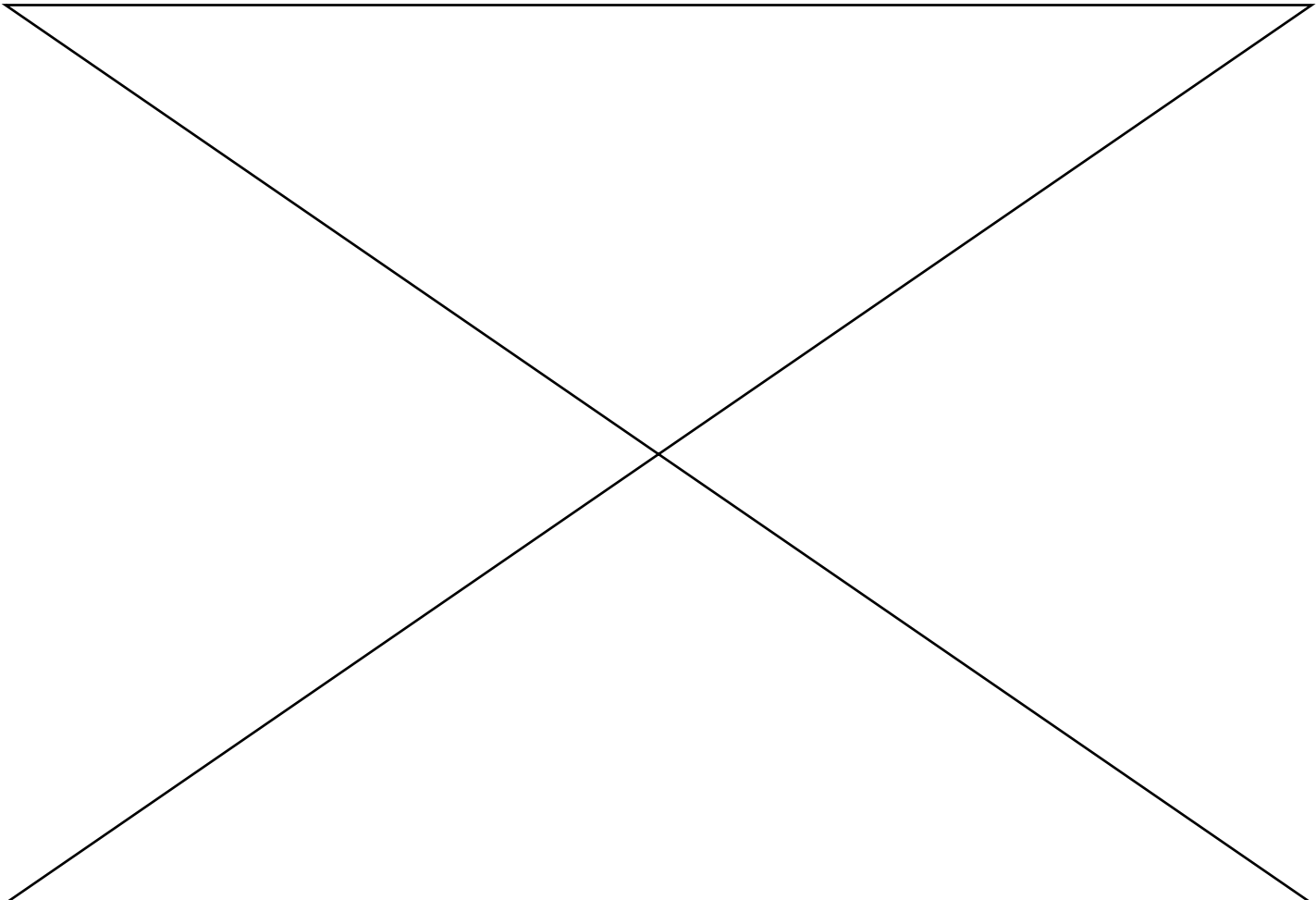
(n) A BIDDER who proposes any alteration of the conditions laid down or proposes any other condition of any description whatsoever is liable for rejection.

(o) All corrigendum and addendum shall be the part of the tender document and are to be uploaded duly signed and stamped with tender document as bid annexure. Even if tenderer fails to submit corrigendum and addendum duly signed by him, it will be deemed that the tenderer has gone through such corrigendum / addendum, if any, and no claim shall be entertained by IIMC on account of any omission / error on his part.

(p) The bidder must be a legally constituted registered proprietary firm/ partnership firm/ limited company or corporate body possessing / having in its name the required Trade/ Professional and all other licenses (as applicable), required as per law valid at least for 12 months from the date of the opening of tender for providing the above said services.

(q) Bidders/Service Providers may visit the facilities at IIM Calcutta, conducts a survey, understands the requirements, does due diligence and understands the scope of work and the total area involved before bidding for the EOI. EOI received shall be deemed to have been made after due diligence and survey of the work place and understanding the scope of work.

4. **Bidders Information.** BIDDERS are required to submit essential details in respect of their Firms/Company/Agency as per **Appendix 'B'** to this RFP as a part of technical evaluation.



### **PART III - STANDARD CONDITIONS OF EOI**

1. Bidder is required to give confirmation of their acceptance of the Standard Conditions of the EOI (as per **Appendix B**) mentioned in succeeding paragraphs which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Contractor in the Contract) as selected by the Procuring Entity. Failure to do so may result in rejection of the Bid submitted by the Bidder.
2. **Law.** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India. Any dispute arising out of or in any way connected with the contract shall be deemed to have arisen in *Kolkata* and only courts in *Kolkata* shall have jurisdiction to determine/decide the same.
3. **Effective Date of the Empanelment.** The empanelment will be in effect from the day of signing of Work/ Purchase Order OR Contract Agreement.
4. **Award of Empanelment.** The empanelment will be awarded initially for **TWO (02) YEARS** starting from the effective date of contract. The contract may be extended further **ONE (01) YEAR** on mutually agreeable terms after proper evaluation solely as per the discretion of IIMC.
5. **Conciliation and Arbitration.** Any dispute, if arises, in connection with the work, shall be tried to be settled mutually by asking references to conditions of tender documents or prevailing local practices etc., but if not settled mutually, shall be referred to arbitration. Such arbitration shall be governed by the provisions of the Indian Arbitration and Conciliation Act, 1996 or as amended from time to time. The Venue for such arbitration will be in Kolkata. The award of the Arbitrator shall be final, conclusive and binding on all parties.
6. **Penalty for use of Undue influence.** The Contractor undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the BUYER or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Contractor or any one employed by him or acting on his behalf (*whether with or without the knowledge of the Contractor*) or the commission of any offers by the Contractor or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Customer to cancel the contract and all or any other contracts with the BIDDER/ SERVICE PROVIDER and recover from the BIDDER/ SERVICE PROVIDER the amount of any loss arising from such cancellation. A decision of the Customer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the BIDDER/ SERVICE PROVIDER. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the BIDDER/ SERVICE PROVIDER towards any officer/employee of the Customer or to any other person in a position to influence any officer/employee of the Customer for showing any favour in relation to this or any other contract, shall render the Contractor to such liability/penalty as the Customer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the BUYER.
7. **Non-Disclosure of Contract Documents.** Except with the written consent of the Customer/Contractor, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.
8. **Termination of Empanelment.**
  - (a) The empanelment may be terminated by serving one month's notice, in case the Service Provider:-
    - (i) Assigns or sub contracts any of the service(s).
    - (ii) Violation/ contravention of any of the terms and condition mentioned herein like not having a valid license etc.



(iii) Performance of services is not found satisfactory and does not improve the performance of the services in spite of instruction.

(iv) Any violation of instruction/ agreement or suppression of fact.

(v) Service Provider being declared insolvent by competent court of law or Bank.

(b) If Service Provider desires to exit the contract in normal circumstances, a three months' notice, in advance should be produced by the agency.

(c) On termination of the contract, it shall be the responsibility of the Service Provider to remove his persons immediately. IIM Calcutta shall not indemnify any loss caused by the Service Provider by such termination, whatsoever it may be. During the notice period of the termination of the contract in the situation contemplated above, the Service Provider shall keep on discharging his duties till the expiry of the notice period.

(d) In the event of premature closure of the contract for the said reason, the PBG shall be absolutely forfeited by IIM Calcutta.

(e) The BUYER has noticed that the Contactor has utilized the services of any Indian/ Foreign agent in getting this empanelment and paid any commission to such individual/ company etc.

(f) As per decision of the Arbitration Tribunal.

(g) The Service Provider fails to provide the desired standard of item(s)/ service(s) even after three written reminders.

(h) If the Contractor fails to deliver the item(s)/ service(s) as per approved specification/ quality and tries to supply substitute/substandard items.

(j) The Service Provider uses illegal means to influence or bribe the staff dealing with the contractor.

(k) If a Force Majeure Event continues or is in the reasonable judgment of the Parties is likely to continue beyond a period of THREE (03) MONTHS, the Parties may mutually decide to terminate this Agreement or continue this Agreement on mutually agreed revised terms. If the Parties are unable to reach an agreement in this regard, the Affected Party shall after the expiry of the said period of THREE (03) MONTHS, be entitled to terminate this Agreement by issuing Termination Notice.

9. **Notices.** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by FAX/e-mail or registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.

10. **Transfer and Sub-letting.** The Contractor has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

11. **Amendments.** At any time TWENTY FOUR (24) HOURS prior to the last date for submission of the tenders, IIMC may for any reason, suo-moto or any response to any clarification by prospective bidder, modify the tender documents by amendments (Addenda/Corrigenda etc.). Any such amendments will only be uploaded in CPP Portal All the bidders who uploaded in CPP Portal prior to such amendment shall take cognizance of such amendments. The amendments, if any, shall be binding on the bidder.

12. **Taxes and Duties:-**

(a) If Bidder desires to ask for GST extra, the same must be specifically stated. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained.

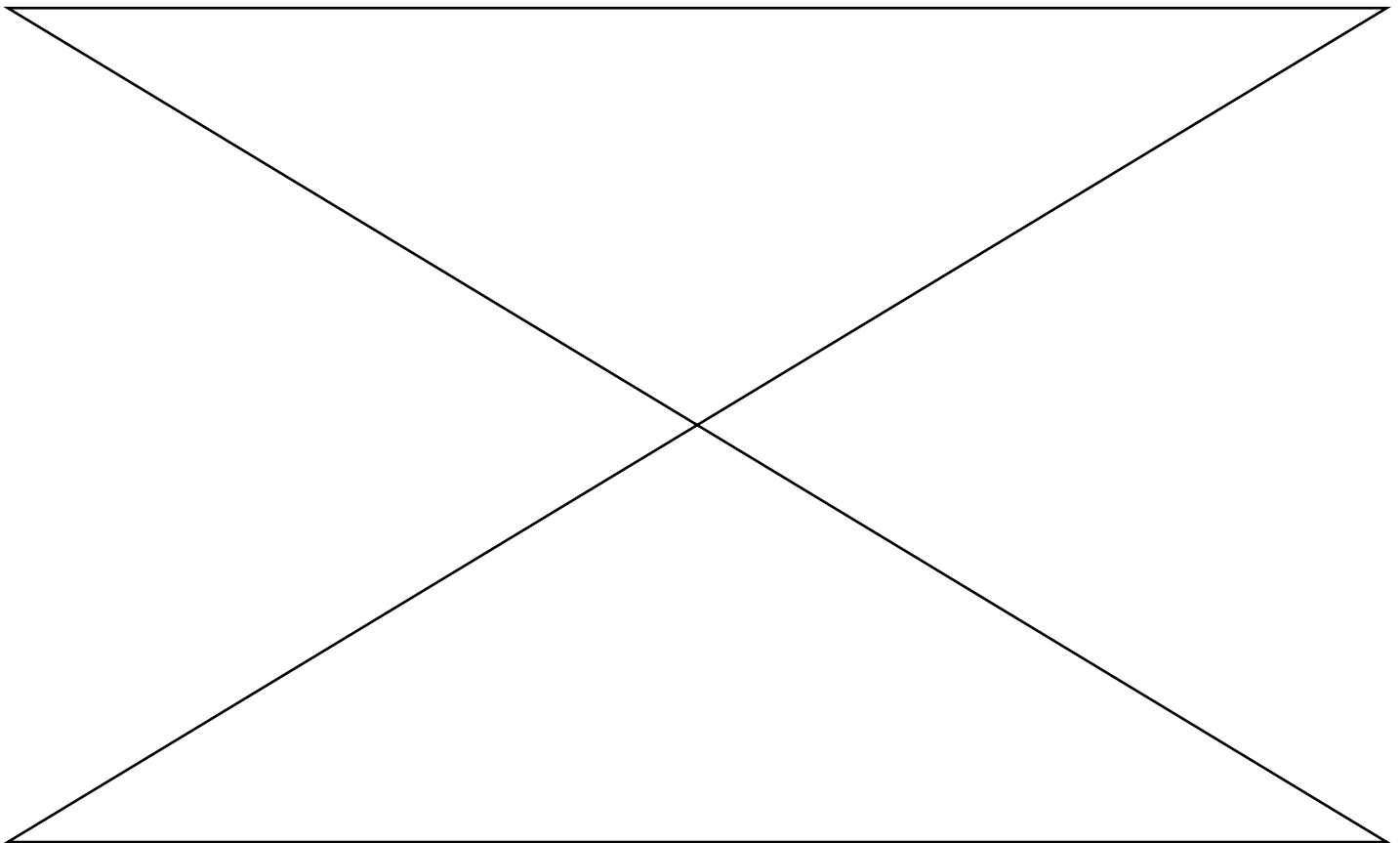
(b) If reimbursement of GST is intended as extra over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duty/tax will be entrained after the opening of tenders.

(c) If a Bidder chooses to quote a price inclusive of GST and does not confirm inclusive of GST so included is firm and final, he should clearly indicate the rate of GST and quantum of GST included in the price. Failure to do so may result ignoring of such offers summarily.

(d) If a Bidder is exempted from payment of GST up to any value of supplies from them, he should clearly state that no GST will be charged by him up to the limit of exemption which he may have. If any concession is available in regard to rate/quantum of GST, it should be brought out clearly. Stipulations like, the said GST was presently not applicable but the same will be charged if it becomes leviable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that GST will not be charged by him even if the same becomes applicable later on. In respect of the Bidders, who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of GST which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders.

(e) Any change in GST upward/downward as a result of any statutory variation in excise taking place within contract terms shall be allowed to the extent of actual quantum of GST paid by the SUPPLIER. Similarly, in case of downward revision in GST, the actual quantum of reduction of GST shall be reimbursed to the Customer by the Contractor. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the BIDDER/ SERVICE PROVIDER.

13. **Force Majeure.** Neither party shall be in breach of any obligation under this contract if it is unable to perform that obligation in whole or part by reason of Force Majeure. If either party seeks to rely on this clause, it shall immediately give notice to the other with full particulars of the matter claimed as a Force Majeure event. The parties so affected shall take all reasonable steps to remedy the failure to perform and to keep the other party informed of the steps being taken to mitigate the effects of Force Majeure. In the event of Force Majeure lasting for more than THREE (03) MONTHS, either party may, following consultation with the other give a notice of termination.



## **PART IV – EVALUATION CRITERIA**

### **1. Evaluation Criteria/ Process.**

(a) Procuring Entity shall determine, to its satisfaction, whether the BIDDERS are eligible as per Para 2 of Part-II above to participate in the EOI Process. The eligibility evaluation shall be on a “QUALIFIED” or “DISQUALIFIED” basis. A BIDDER must achieve a “QUALIFIED” on all the criteria to proceed to the next step. Any BIDDER not achieving a ‘QUALIFIED’ in any of the eligibility criteria shall be disqualified and shall not be evaluated further. EOIs that do not meet the prescribed eligibility criteria shall be rejected as nonresponsive.

(b) Procuring Entity shall determine, to its satisfaction, whether the BIDDERS are qualified and capable in all respects to be shortlisted (subject to dispensation if any), as per eligibility criteria. The determination shall not consider the qualifications of other firms such as the BIDDERS subsidiaries, parent entities, affiliates, or any other firm(s) different from the BIDDER. These qualification criteria and their evaluation are for the shortlisting process only. The Procuring Entity reserves its right to add/ vary the qualification criteria and re-examine them during the RFP process that would follow this EOI.

(c) After examining the EOI, some or all the BIDDERS will be asked to make presentations of their qualifications and experience. The BIDDER shall bear all costs associated with the presentation desired by the Procuring Entity. The Procuring Entity shall not be responsible or liable for any cost thereof, regardless of the conduct or outcome of the process.

(d) EOIs of BIDDER(s) that succeed in the above evaluation shall be shortlisted. If there are a larger number of BIDDERS meeting the evaluation criteria, the shortlist shall be restricted to a specified number of BIDDERS (as per the discretion of IIMC) based on higher Average Turn-Over. However, a short listing of BIDDERS should not be construed as a contract for the proposed assignment. The name and address of the shortlisted BIDDER(s) shall be published in the Portal/ Website of the Procuring Entity. All BIDDERS shall be advised about shortlisting of their EOIs or otherwise, without disclosing the comparative position of their EOIs with that of others. Shortlisted BIDDERS must not advertise or publish the same in any form without the prior written consent of the Procuring Entity.

(e) Before notifying the shortlist of BIDDERS, the Procuring Entity may, at its discretion, ask BIDDERS to submit for verification the originals of all such documents whose scanned copies were submitted online along with the EOI. If so decided, the photocopies of such self-certified documents shall be verified and signed by the competent officer and kept in the records. If the BIDDER fails to provide such originals or in case of substantive discrepancies in such documents, it shall be construed as a violation of the Code of Integrity. Such EOI shall be liable to be rejected as nonresponsive in addition to other punitive actions for violating the Code of Conduct.

2. **Publication of RFP following this EOI.** The Procuring Entity shall publish a Request for Proposal (RFP) addressed exclusively to shortlisted BIDDERS for the following procurement process through the CPPP (Central Public Procurement Portal) OR OFFLINE. Procuring Entity may issue notification/ alerts to such BIDDERS but without any liability. It shall be the responsibility of such BIDDERS to be on the lookout for the RFP on the CPP Portal/ Website of Procuring Entity. Nothing in this EOI shall impair the Procuring Entity’s right to issue ‘Open RFP’ for the subject Services, even after notifying the shortlist BIDDERS. During the RFP process, the Procuring Entity reserves its right to elaborate further on the brief overview of the proposed Procurement /Scope of Work, Qualification Criteria and any other terms & conditions, even if these are at variance with this EOI Document. Shortlisted BIDDERS shall have no claim in this regard.

**BIDDER'S INFORMATION FORM CUM CHECK LIST**

SL No.	Particulars	Yes/No	Details	Attachments
1	Name of the Service Provider			
2	Registered Address			Enclose Proof
3	Head Office/ Branch Office/ Operational Office Address at Kolkata (Mandatory)			Enclose Proof
4	Name of the Authorized Signatory			Enclose Proof
5	Shop/Establishment Registration No			Enclose Proof
6	PAN Details			Enclose Proof
7	GST Registration No			Enclose Proof
8	Average Annual Turnover of last three Financial Year			Enclose Proof (Audit Reports)
9	Minimum experience in similar assignments in Government/ PSU's/Autonomous Bodies			Enclose Proof as Work Order
10	ISO Certificate (If Any)			Enclose proof as salary/wage register

**Certificate to be Submitted by Bidder.** A certificate to be submitted by the bidder on the Letter Head of their Firm/Company as under:-

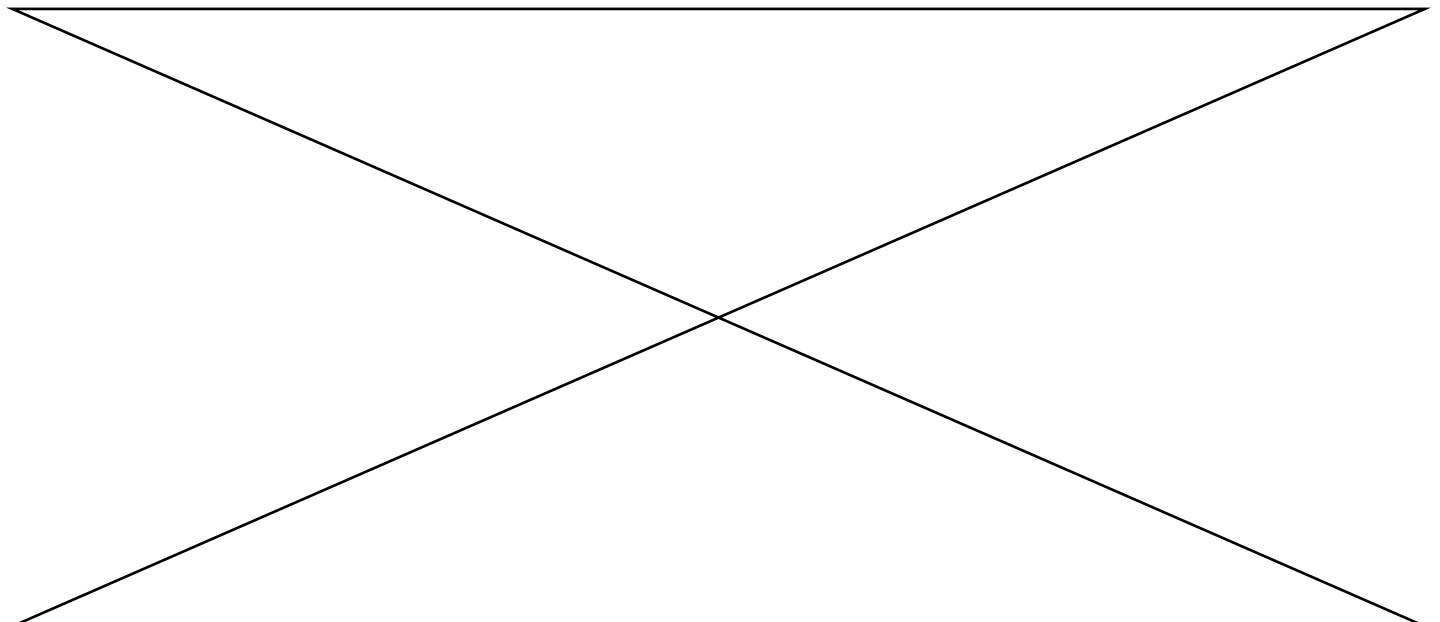
**“This is to certify that \_\_\_\_\_ is my official mobile number and \_\_\_\_\_ is my official e-mail id. Any communication done by the buyer on these above said mobile number /e-mail through buyer official mobile/e-mail will be treated as an official communication. Buyer reserves the rights to produce these communications during legal proceedings as a form of legal communication from buyer”.**

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of  
[Name & address of Bidder and seal of company]



**TERMS AND CONDITIONS - COMPLIANCE**  
(To be submitted as part of EOI on Company Letter-head)

Bidder's Name and Complete Address \_\_\_\_\_

EOI Document No. \_\_\_\_\_; Title: \_\_\_\_\_

*Note to Bidders: Fill up this Form regarding Terms and Conditions in the EOI Document, maintaining the same numbering and structure. Add additional details not covered elsewhere in your bid in this regard.*

Sl. No.	Ref of EOI Document Section, Clause		Subject	Confirmation/ Deviation/ Exception/ reservation	Justification/ Reason
	Section/Para	Clause/ Sub-Clause/Sub Para			

We shall comply with, abide by, and accept without variation, deviation, or reservation all terms and conditions of the EOI Document, except those mentioned above. If mentioned elsewhere in our bid, contrary terms and conditions shall not be recognised and shall be null and void.

.....  
(Signature with date)

.....  
(Name and designation)

Duly authorized to sign bid for and on behalf of

.....

.....  
[name & address of Bidder and seal of company]

DA: If any, at the option of the Bidder.

