



Date: February 01, 2021

E-Tenders are invited by Indian Institute of Management Calcutta (hereinafter referred to as

1.4 One Firm can submit only one NIT. If a Firm submits more than one NIT, all the NITs submitted by that Firm will be rejected.

1.5

Sl. No.	Particulars	Information
01	Contact Phone No. Email Address	9474001060 dbishayee@iimcal.ac.in
02	Website	www.iimcal.ac.in

Note: In case the closing date for sale of NIT document or/and last date for receipt of NITP happens to be a holiday for IIMC for any reason, the activity will be held on the immediate next working day at the same time & place.

The interested Bidders shall have to comply to the following criteria to participate in the tendering process

- a) H.O or Branch at Kolkata : Must have either its registered office or branch office in Kolkata for at least 5 years
- b) Registration: Registered for minimum 10 years with the Institute of Chartered Accountants of India/Cost & Works Accountants of India
- c) No of Partners: Minimum three Fellow partners as on 1st January, 2021.
- d) Experience: Minimum five years of experience as on 31st March, 2020 in dealing with the Direct Tax and Indirect tax matters for Central or State Autonomous Bodies with annual Income exceeding Rs.20 Crores.
- e) Additional Experience: Must have in dealing with the Direct Tax and Indirect tax matters of at least two Central or State Autonomous Bodies during last three Financial Years i.e. from 2017-18 to 2019-20.
- f) Number of qualified staff: There must be 5 qualified Chartered/Cost Accountants in the Payroll of the Firm
- g) Number of Total Staff: Minimum 15 nos. staff including Article staff should be available with the Firm
- h) Minimum Average Annual Income: Must be having minimum Average Annual Income of Rs.150 Lakh during the last 3 Financial Years i.e. from 2017-18 to 2018-19 and 2019-20.
- i) The applicant should not have been black listed/debarred/ disqualified by any regulatory/ statutory body or Government entity or any International/National agency for corrupt or fraudulent practices.

1. Help for bidders, FAQ, Information about DSC and Bidders Manual Kit containing the detailed guidelines for e-Procurement system are also available on Central Public procurement Portal. [<https://eprocure.gov.in/eprocure/app>]
2. It is mandatory for all the bidders to have a valid Digital Signature Certificate (in the name of person having power of attorney to sign the Bid) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA's from the link www.cca.gov.in) to participate in e-Procurement of IIM CALCUTTA.
3. It is mandatory for the bidders to get their firm /company registered with e-procurement portal <https://eprocure.gov.in/eprocure/app> to have user ID & password.
4. Tender documents will be available online on website <https://eprocure.gov.in/eprocure/app> which can be downloaded.
5. Bidders may download and refer the "Instructions for Online Bid Submission" from (<https://eprocure.gov.in/eprocure/app>).
6. The tender documents shall be submitted online in the prescribed format given on the websites and technical bids received online shall be opened as per NIT or Corrigendum thereof. No other mode of submission is acceptable. Detailed credentials as per the requirement of eligibility criteria and all tender papers except Bill of Quantities are to be submitted in "Technical Bid".
7. Bill of Quantities with rates duly filled in is to

10. The bidders are advised to submit their e-bids well before the e-bid due date. IIM CALCUTTA shall

- a) Contract shall be awarded to the firm whose evaluated bid price will be the lowest in financial bid.
- b) In case two or more technically qualified firms quote the same lowest price, the firm with the higher mark in the technical bid shall be awarded the contract.
- c) In case two or more technically qualified firms having same technical scores quote the same lowest price, the firm having the highest average annual Income in last 3 Financial Years immediately preceding to the year of award among the lowest bidders shall be awarded the contract.
- d) Any effort by a firm to influence IIMC in its decision on bid evaluation or placement of Work Order may result in rejection of the firm's offer.
- e) Any legal dispute arising out of this is subject to Kolkata jurisdiction only.

- a) IIMC may advise the firm to disengage any of its staff from service, with 24 hours prior intimation, in case the management of IIMC found any negligence on the part of that particular staff.
- b) The firm shall be totally responsible for the conduct of the personnel engaged for the service and the management shall not be responsible for their conduct at any point of time.
- c) In case of any damage/ pilferage caused to the property of IIMC due to mishandling, carelessness of the firm's personnel, the same shall be recovered from the firm adjusting the amount against their quarterly bill.
- d) The persons deployed shall, during the course of their work, will have access to classified documents, which they are not supposed to divulge to third parties. Any breach of this condition shall make the firm liable for penal action under the applicable laws besides action for breach of contract.
- e) The Management shall provide suitable place for sitting for the deployed persons.
- f) The firm shall also be liable for depositing all taxes, levies, cess, etc. on account of service rendered to IIMC with the concerned tax collection authorities, from time to time, as per the applicable rules and regulations. The firm shall have the responsibility to furnish documentary evidence in support of the statutory compliance to IIMC, as and when sought for.
- g) The Tax Deducted at Source (TDS) shall be done as per the provisions under Income Tax Act and IIMC shall provide TDS certificate to the Agency.
- h) In case of non-performance, part performance or non-adherence of the statutory obligations due to negligence on part of the Firm, penalty would be imposed by the IIMC proportionate to the extent of default/ non-compliance.
- i) IIMC shall not be responsible for any financial loss or any injury to any person deployed by the Firm in the course of their performing the functions/duties, or f0 G[ri[rit0 0 1 0 0 1 43BT/.32 843(j)-3 3(js)-29(in)-3(lian)-4(c

- i. In case the Firm fails to commence/ execute the work as stipulated in the agreement or there is a breach of any terms and conditions of the contract, IIMC reserves the right to impose the penalty as detailed below:
- a) To recover from the Agency, the cost of any penalty/interest imposed on IIMC by the Statutory Authorities.
 - b) Rs.5,000 extra will be recovered from the invoice raised from the Firm
 - c) During the period of engagement, if 3 such penalties are levied then the agreement will be terminated and cost related to same will be recovered from the Agency.

Senior Administrative Officer (Purchase)
IIM Calcutta

