

**INDIAN INSTITUTE OF MANAGEMENT CALCUTTA**

**NOTICE INVITING TENDER**

**Engagement of a Training Partner in connection with “Lead Auditor Training Program on ISO 9001:2015 Certification”**

Tender Enquiry No.: **NIT/IIMC/VLMP/43/21-22**

Date: **14/12/2021**

E-tenders are invited by Indian Institute of Management Calcutta (IIMC) under two-bid system i.e. Technical Bid and Financial Bid from the Companies/Firms/Agencies/Contractors having relevant experience in carrying out similar works, for the work relating to engagement for “Lead Auditor Training Program on ISO 9001:2015 Certification” on the terms and conditions enumerated in details in tender document. The tender can be downloaded from the website <http://eprocure.gov.in/cppp/app> or [www.iimcal.ac.in](http://www.iimcal.ac.in) and bid to be submitted online only through the CPP Portal up to the last date and time of submission of tender.

**Brief Details of Tender:**

Item Description	Tender Fee (Rs.)
<b>Engagement of a Training Partner in connection with “Lead Auditor Training Program on ISO 9001:2015 Certification”</b>	1000/- + 18% (To be submitted in the form of DD in favour of INDIAN INSTITUTE OF MANAGEMENT CALCUTTA payable at Kolkata)

**Time Schedule of tender activities:**

SL No.	Particulars	Date	Time
1	Date & Time of online publication of tender	14/12/2021	16:00 Hrs.
2	Bid submission start Date & Time	14/12/2021	17:00 Hrs.
3	Bid Submission close Date & Time	03/01/2022	14:00 Hrs.
4	Closing Date & Time for submission of Tender Fee	03/01/2022	14:00 Hrs.
5	Opening of technical Bid	04/01/2022	14:15 Hrs.
6	Opening of financial Bid	To be intimated in due course time	
7	Validity of bids	90 days from the date of opening of bids.	

**BACKGROUND:**

Indian Institute of Management Calcutta (IIMC) was established by Government of India in the year 1961 as one of the first Indian Institute of Management. IIM Calcutta is an Institute of National Importance declared under Indian Institute of Management Act, 2017.

It is the first institution in India to earn a “Triple Crown” in accreditation. The Institute is now accredited by the Association to Advance Collegiate Schools of Business (AACSB), European Quality Improvement System (EQUIS) & Association of MBA’s (AMBA) which have assessed and ratified the quality of the programs by external (of International standard) peer review processes.

**ELIGIBILITY CRITERIA:**

The bidders must submit the following details to qualify the Technical Bid:

Sl. No.	Description	Remarks
1	Trade License	Valid current document needs to be submitted
2	PAN Details	Valid document needs to be submitted
3	GST Details	Valid document needs to be submitted
4	Document as proof of Registered Office/Branch Office at Kolkata	Valid document needs to be submitted
5	Training partners should have an accreditation with IRCA for the last 15 years	Valid document needs to be submitted
6	The Training partners should have reputation with at 10 (ten) years' experience in providing similar services to IITs / IIMs.	Valid document needs to be submitted
7	The Annual Turnover minimum 250 Cr. during each of the previous three financial years from 2018-2019 to 2020-2021 should be submitted	Valid document needs to be submitted
8	IT Return of last 3 consecutive years	Valid document needs to be submitted
9	The firm should neither blacklisted by any Central/State/Autonomous Bodies or Institute/Public Undertaking nor any criminal case registered/pending against the firm or its owner /partners anywhere in India.	A duly completed certificate to this effect is to be submitted as per <b>Annexure I</b>

**SCOPE OF WORK****1. Parameter of Course details:**

Description	Duration (Days) January 27- January 31, 2022	Contract Period	Accreditation/ Affiliation	No. of participants (Max)
Lead Auditor Training on ISO 9001:2015	5Days (8hours/day) per year	3 consecutive years (2021-2022, 2022-2023 & 2023-2024)	IRCA	40

- The Lead Auditor Training Program on ISO 9001:2015 is to be a certified course structure and the content should be as per the International Register of Certified Auditors (IRCA).
- The Training program should be designed to have a continuous assessment plan with written examination as per the IRCA requirements for the Lead Auditor Certification.
- On completion of the Training program, participation certificates and course completion certificate to be issued to all the students, accordingly.

## INSTRUCTION TO BIDDER

- a) Bidders are required to enroll on the e-procurement module of the Central Public Procurement Portal (CPPP) (**URL: <https://eprocure.gov.in/eprocure/app>**) by clicking the link “**Online Bidder Enrolment**” on the CPPP Portal.
- b) Possession of a valid class II/III DSC in the form of smart card/e-token is a prerequisite for registration and participating in the bid submission activities. DSC’s can be obtained from the authorized certifying agencies recognized by CCA India. (E.g. Sify/TCS/nCode/eMudra etc.)
- c) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- d) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- e) The bidders are required to log in to the site through the secured log-in by entering their respective user ID/Password and the password of the DSC.
- f) The CPP Portal also has user manuals with detailed guidelines on enrollment and participation in online bidding process. The user manuals can be downloaded for reference.
- g) Any queries related to process of online bid submission or queries related to CPP Portal in the general may be directed to the 24 X 7 CPP Portal Helpdesk. The **Toll Free** Contact numbers for the helpdesk are 1800 3070 2232.

## ONLINE BID SUBMISSION PROCEDURE

- (i) 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>]
- (ii) 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](http://www.cca.gov.in)) to participate in e-Procurement of IIM CALCUTTA.
- (iii) 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 and Password.
- (iv) Tender documents will be available online on website <https://eprocure.gov.in/eprocure/app> which can be downloaded.
- (v) Bidders may download and refer the “Instructions for Online Bid Submission” from (<https://eprocure.gov.in/eprocure/app>).
- (vi) 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”.

- (vii) Bill of Quantities with rates duly filled in is to be submitted in the format provided online in the name of "Price Bid". Hence, physical submission of the documents is limited to submission of original Earnest Money and Tender document fee. Deposit in the form of Demand Draft as per provision given in NIT.
- (viii) Representative of the bidder, who chooses to attend, may attend the online opening of the technical bids on the scheduled date and time of Bid opening. However, such representatives shall be allowed to attend the opening of the Technical Bids, only, if such person presents the signed letter of authority issued in his name by the bidder on his letter head.
- (ix) Bidders cannot submit the tender after the due date and time of e-bid submission. Time being displayed on Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> ("Server System Clock Time") shall be final and binding on the bidder. E-Bids are required to be submitted by bidders, only as per the Indian Standard Time (IST) and not the time as per their location/country.
- (x) The bidders are advised to submit their e-bids well before the e-bid due date. IIM CALCUTTA shall not be responsible for any delay in submission of e-bids for any reason including server and technical problems.
- (xi) The Technical and Price Bid shall be digitally signed by the Authorized Signatory of the bidder & submitted "on-line". The authorized signatory of the bidder must be in possession of Power of Attorney before submitting the digitally signed bid. Scanned copies of various documents can be prepared in .pdf file format.
- (xii) Any tender received without original Earnest Money and Tender document fee in the form as specified in NIT shall not be accepted/considered and shall be summarily rejected.
- (xiii) Physical submission of the documents is to be as per the following in one envelop only in the Drop Box at the Office of Senior Administrative Officer(Purchase), Administrative Building, Ground Floor, East Side, IIMC Campus, Joka, Kolkata - 700104.
  - a) Original Demand Draft for the cost of the tender

## **BID OPENING**

- a) Technical bids will be opened on **04/01/2022 at 14:15 HRS.**
- b) Financial Bids of the eligible bidders will be opened on a later date. The date and time for opening of financial bids will be announced later.
- c) **Bids should be summarily rejected, if tender is submitted other than through online or original tender fee in DD form in favour of Indian Institute of Management Calcutta and payable at Kolkata are not submitted within stipulated date/time.**

## **FORCE MAJEURE**

- a) IIMC have to the right to foreclose the Contract at any time during the tenure of the contract without assigning any reason whatsoever by giving notice of at least thirty days to you of its intension to do so, without any claim of damages by you.
- b) In the event of unsatisfactory service or failure on your part, deadline or if you neglect to execute the work without due diligence or expedition or refuse or neglect to comply with any reasonable order given to you by IIMC shall have the option to declare the contract as cancelled and any get the work execute by any alternate sources at your risk and cost. In such event you will have no claims whatsoever against IIMC in consequence of such termination of the contract. The decision of IIMC Authority in terminating the contract will be final and binding on you. In the event of Termination Contract, the remaining payment shall be forfeited and you will not have any claim in this regard.

## **GENERAL TERMS AND CONDITIONS**

1. **Evaluation of Lowest Tenderer:** The Lowest Tenderer will be selected based on the rates submitted by the bidders.
2. **Amendment of tender Document:** At any time prior to the last date of receipt of bids, Institute may for any reasons, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment.
3. The Institute may, at its own discretion extend the last date for the receipt of bids.
4. For any dispute arising out of this agreement shall be referred to the sole Arbitrator to be nominated by the Director of the Institute, whose decision shall be final. The venue of the arbitration shall be within the jurisdiction of Kolkata Court only.
5. **Period of Contract:** The Contract shall be valid initially for a period of three years from the date of commencement of contract, which may be extended for a further period of one year on satisfactory performance. However, IIMC reserves the right to terminate the Contract at any time during the currency of the Contract due to unsatisfactory performance of the Agency, by giving one month's notice, without any liability to IIMC.

## **TERMS & CONDITIONS OF CONTRACT**

1. The Tenderer submitting his Tender would be deemed to have considered and accepted all the terms and conditions of Tender. No verbal or written enquiries shall be entertained in respect of acceptance or rejection of the Tender.
2. If the bidder gives deliberately wrong information to create conditions for acceptance of the tender, Director, IIMC reserves the right to reject such tenders without assigning any reason. Not more than one tender will be submitted by one bidder for the same work. Legal action will be taken for furnishing wrong information.

3. The successful Tenderer shall have to follow all the instruction given to him/them from time to time by the Competent Authority or person nominated by him.
6. The successful Tenderer shall be liable to pay compensation for any loss or damage caused to the property of the Institute under the contract.
8. The successful Tenderer shall comply with all instructions/direction/rules and regulations of any statutory authority and discharge all obligations, imposed upon him by the statutory authorities or under any law and shall indemnify the Institute and officers/employees from any claim or consequences /damages for any lapse or non-compliance thereof.
11. In the event of infringement of any law by any of the workers engaged by the successful Tenderer, Tenderer shall be under obligation to change the deputed person immediately on the instruction of the Institute authorities.
12. **PAYMENT:-**
  - The payment will be made within a 30 days on from the date of submission of bill after successful completion of the Work per year basis.
  - No claim for any price escalation during contract shall be entertained.
15. **TERMINATION OF AGREEMENT:-**
  - (i) After giving opportunity of being heard to the successful Tenderer, Institute may terminate/cancel the agreement on the following grounds:-
    - (a) Breach of any or all terms and conditions of agreement.
    - (b) Non-performance or unsatisfactory performance of work executed by the successful Tenderer.
    - (c) At any time document or information furnished with Tender is found forged or fabricated during the subsistence of the contract.

(Debabrata Bishayee)  
Sr. Administrative Officer (Purchase)

**(On the Firm letter head)**  
**CERTIFICATE**

**Declaration to be given by the Contractor:-**

1. Details of Pesticide license from Govt. of W.B.:-
2. Details of Trade License:-
3. Details of PAN No.
4. Details of GST No.

Relevant rules and regulation framed by the Govt. of India are known to me. I confirm its proper implementation in respect of my workers.

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**Signature of the Contractor with  
Office Seal & PAN.**

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**(On the Firm letter head)**

**CERTIFICATE OF ETHICAL PRACTICES**

1. We assure the Institute that neither I / We nor any of my /our workers will do any act/s which are improper/illegal during the execution of the contract awarded to us.
2. Neither I / We nor anybody on my /our behalf will indulge in any corrupt activities/practices in my/our dealing with the Institute.
3. I / We will have no conflict of interest in any of our works/contracts at the Institute.

Date :

Place:

.....  
Signature of the Bidder/Authorized representative  
With full Name & Seal

**(On the Firm letter head)  
CERTIFICATE**

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Authorized Signatory with Seal

Contact No.:

Name:

Designation: