



**Invitation of EOI for
Selection of Consultant for obtaining Fire Safety Certificate/Fire Safety Renewal
From Statutory Authorities
IIFT Kolkata Campus**

EOI No. : IIFT(K)/Fire Consultant/2023-24/01, Date:29.11.2023.

INDIAN INSTITUTE OF FOREIGN TRADE, KOLKATA CAMPUS
(A Deemed to be University under Ministry of Commerce and Industry, Govt. of India)
1583 Madurdaha, Ward No:108, Borough-XII, Kolkata-700107



Sealed Expression of Interest (EOI) are invited from registered firms/vendor for “**Selection of consultant for obtaining Fire Safety Renewal (FSR)/Fire Safety Certificate (FSC) from statutory authorities for IIFT, Kolkata Campus.**” The tender document containing the terms and conditions can be downloaded from the institute’s website <https://www.iift.ac.in/> and CPP portal

IMPORTANT DATES

NIT No:	IIFT(K)/Fire Consultant/2023-24/01, Dated:29.11.2023.
Estimated Cost	5,00,000/- (Excl. Taxes) Rupees Five Lakh Only
EMD	(02% of Estimated value)/ Exemption allowed to MSME-NSIC companies.
Downloading Period:	29.11.2023. from 05.00 pm to 19.12.2023.12.00 pm
Prebid Meeting	04.12.2023. at 11.00 am
Submission Start Date & Time	04.12.2023. at 2.00 pm
Submission End Date & Time	19.12.2023. at 3.00 pm
Mode of Submission	In Sealed Envelope by Hand/RPAD/Speed Post/Courier Only.
Opening Date & time:	19.12.2023. at 04.00 pm(May be deviated)
Documents to be downloaded from	https://eprocure.gov.in/epublish/app and https://www.iift.ac.in/iift/iiftkolkata.php

Any application received after the last date and time for submission for the same, shall not be accepted. Applications received after the last date shall be summarily rejected.

Assistant Registrar
Administrative Section
IIFT, Kolkata
Email: arkol@iift.ac.in



General Instructions and Terms & Conditions

1. Any bid in open or without sealed envelope if received or incomplete in any manner will be rejected.
2. The bidder/Agency is expected to read all instructions, terms & conditions, specifications in the EOI documents before submission of bid.
3. **Submission of Bid:**
 - a. The EOI will be required to be submitted in two bid system in two separate envelope as mentioned below.

Envelope No. I super-scribed as “**Technical Bid with EOI No, date & Last date**” should contain all the EOI documents and supporting proofs. The agencies have to fill up the Annexures with his signature along with all supporting documents.

Envelope No. II super-scribed as “**EMD or EMD Exemption**”
Envelope No. III super/scribed as **Financial Bid with EOI No, date & Last date**” and should contain price bid only as per format attached (Annexure- II) with this document, duly signed in each page by contractor/authorized signatory.

**** **Note:** All 03 Envelopes I, II, III should be placed in large envelope which should be super-scribed as “**EOI No, dt and Last date**” and addressed to “**The Finance Officer/Accounts Officer, IIFT, Kolkata, 1583, Madurdaha, Ward No: 108, Borough-XII, Kolkata-700107**”.

- b. Bid Validity Period / Validity of bid Offer: **90 days from the tender opening date.**
4. If the envelope is not sealed and marked, the Purchaser will assume no responsibility for the bid’s misplacement or premature opening. The bid will be rejected.
5. The Purchaser may, at its discretion, extend this deadline for the submission of bids by amending the Bidding Documents.
6. **Pre-qualification Criteria of Bidder:**
 - a. The bidders having minimum 05(five) years’ experience of ‘**Consultancy Service in fire related work and must be well acquainted with Govt. rules and regulations in obtaining FSR & FSC from the statutory bodies**’ for reputed Govt. / Public Sector Enterprises / Banks / other reputed agencies (provide Work Order with Performance certificate or completion certificate in this regard). Any job executed by the tenderer for its own in-house purpose/sister concern/subsidiary shall not be considered as relevant experience. Also, job executed by the tenderer as an authorised dealer/subsidiary/fellow subsidiary/holding company and sub-contractors shall not be considered as relevant experience. The bidder must submit 01 WO of value 80% of Estmd. Cost **or** 02 WO of value 60 % of Estmd. Cost **or** 03 WO of value 40% of Estmd. Value.
 - b. The bidders are required to submit copy of partnership deed/Memorandum of Association (MOA)/Certificate of Incorporation/Copy of proprietorship deed.
 - c. The bidder should submit Self-certified copy of GST Registration Certificate & Pan.
 - d. The bidder should sign each and every pages of the EOI document and application form & annexures as an acceptance of the conditions of the contract and submit it along with the credentials with seal.
 - e. **The company should have its registered Office in West Bengal**
 - f. The Bidders must submit Self-certified copy of valid and relevant Licences and registration.



- g. The annual report of the last three years of the tenderer must reflect profitability.
- h. The tenderer shall not be banned / blacklisted in any institution/organisation.
- i. The tenderer must possess valid Trade Licence provide copy of Certificates.
- j. Relevant documents supporting eligibility criteria are to be submitted along with the technical bid.
- k. Earnest Money Deposit (EMD) of **Rs10,000/-** should be given by way of Demand Draft /NEFT/RTGS/Bank Guarantee. NSIC-MSME vendors are exempted from paying EMD. The EMD of unsuccessful tenderers will be released after the award of the tender.
- l. The bidder must submit details of technical qualified persons deputed for the job.
- m. Bank Solvency Certificate of 40% of estimated value.

******Note: 1.The bids of the participants will be out rightly rejected on noncompliance & non-fulfilment of the Pre-Qualification Criteria in Sl. No.06.**

2. The bidder must submit on letter head to depute their authorised personnel to have technical discussion & presentation before the competent authority as nominated by IIFT, after placement of Work Order.

3. The Purchaser has the right to amend the Clauses, which will be published in the respective websites through corrigendum. The bidders are advised the to follow the websites regarding the same

4. The interested bidder must visit the site before submitting their bid. Date of site visit & pre-bid meeting: 04.12.2023. at 11.00 am

5. The purchaser(IIFT-(K)) may go with negotiation with the L1 bidder.

Scope of Services:

The scope of work for the job is as follows:

I	Comprehensive coverage of all legal formalities for Fire Safety Recommendation (FSR)/Revised Fire Safety Recommendation (RFSR) and Fire Safety Certificate for Fire-fighting system of IIFT, Kolkata Campus except Government revenue.
II	Preparation & Submission of all documents, as required for applying Fire Safety Recommendation (FSR)/Revised Fire Safety Recommendation (RFSR) and Fire Safety Certificate (FSC) against Institute Fire- fighting system in the name and style of Indian Institute of Foreign Trade at premises no. 1583, Madurdah, Chowbaga Road, Kolkata-700107. of IIFT.
III	All legal assistance toward submission of application for obtaining institute Firefighting System for FSR/RFSR/FSC.
IV)	Coordinating with CPCB, SPCB or any other Govt. organization in case of any queries in the filing the Firefighting application for FSR/RFSR and FSC process.
V)	Consultancy of Drawing, Designing, supervision & Inspection of some building Part FSR/RFSR and FSC.
VI)	Renewal of existing FSC for the occupancy of B+G+ IV storied Admin Cum Academic building and G+VII Storied Hostel Building in the name and style of Indian Institute of Foreign Trade at premises no. 1583, Madurdah, Chowbaga Road, Kolkata-700107.
VII)	Another G+VIII Storied Faculty Housing building, 1 storied Service block and outside buildings areas, within the boundary of Institute in the name and style of Indian Institute of



	Foreign Trade at premises no. 1583, Madurdah, Chowbaga Road, Kolkata-700107 is to be incorporate in the Fire Safety Recommendation (FSR)/ Revised Fire Safety Recommendation (RFSR) & Fire Safety Certificate (FSC).
VIII)	Obtaining FSR/RFSR and Fire Safety Certificate for Fire-fighting system of Institute is under scope of successfully EOI bidder.

Evaluation of Bid:

Technical-Evaluation:

All the documents in support to the eligibility criteria mentioned will be evaluated. If the required documents as prescribed above are not submitted, then the offer will be summarily rejected. Based on the evaluation, the valid technical bids will be scrutinized to shortlist eligible agencies.

The financial bids of the only technically qualified bidders will be opened.

Financial Evaluation:

The financial bid shall be submitted in the format provided at **Annexure II**. Date fixed for financial opening will be declared to technically qualified bidders. The financial bid will be opened by the contract committee members at IIFT Kolkata campus.

The Bidder with Lowest Price will be awarded the order. The Institute reserve the right to accept or reject any or all bids without assigning reasons. The Institute is not bound to accept the lowest bid.

Delivery Terms:

The successful tenderer will be given 04 months time period to obtain NOC on behalf of the institute

Payment Terms:

- a. Payment will be made through NEFT/ RTGS in bidders account only.
- b. All legal disputes will have the jurisdiction of Kolkata City only.
- c. The work shall be completed in 06 month from the date of issue of work order.
- d. Payment will be released after 15 days of successful execution of the work.
- e. ***Any payment in the form of Govt. fees/tax/service-charge/revenue other than mentioned in the work order for the job, if paid by the institute will not be adjusted with the consultancy fees.***

Performance Security

- a. The successful bidder must submit a Performance Bank Guarantee for an amount equivalent to 05% of the order value before the commencement of work. It can be deposited in the form of Demand Draft or Bank Guarantee with validity period beyond 60 days of the completion of the contract period
- b. Performance Bank Guarantee will be forfeited if the firm fails to perform any of the terms or conditions of the contract, besides the firm may also be black listed**
- c. Performance Bank Guarantee should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier.

Quality: The quality of services will be monitored by the authorized representatives of the purchaser and their decision in this regard is to be accepted by the contractor.

Assistant Registrar
Administrative Section
IIFT, Kolkata
Email: arkol@iift.ac.in



UNDERTAKING & DECLARATION

FOR UNDERSTANDING THE TERMS & CONDITION OF TENDER & SPEC. OF WORK

On Letter Head

(a) Certified that:

1. I / We have read, understood and agree with all the terms and conditions, specifications included in the tender documents & offer to execute the work at the rates quoted by us in the tender form.
2. If I / We fail to enter into the agreement & commence the work in time, the Bid security (EMD) / Performance guarantee deposited by us will stand forfeited to the IIFT.
3. I / We are not blacklisted by any authorities.
4. I / We have attended the prebid meeting

(b) The bidder hereby covenants and declares that:

1. All the information, Documents, Photocopies of the Documents / Certificates enclosed along with the Tender offer are correct.
2. If anything is found false and/or incorrect and/or reveals any suppression of fact at any time, IIFT reserves the right to reject our tender offer / cancel the LOA / Purchase / work order if issued and forfeit the Bid security (EMD) / Performance guarantee / Bill amount pending with IIFT. In addition, IIFT may debar the contractor from participation in its future tenders.

Date:

Place:

Signature of bidder Name of bidder

.....

Along with date & Seal



NEAR RELATIONSHIP CERTIFICATE

(Format of the Certificate-On Letter Head)

"Whereas, I/we(name of agency) has submitted bid for..... I/We hereby submit following declaration that none of my relative(s) as defined in the tender document is / are employed in IIFT unit as per details given in tender document. In case at any stage, it is found that the information given by me is false / incorrect, IIFT shall have the absolute right to take any action as deemed fit / without any prior intimation to me."

Date:

Signature of bidder

Place:

Name of bidder

.....

Along with date & Seal



Declaration in respect of no addition / deletion / corrections in downloaded tender (To be submitted in Original on Letter Head of the Applicant/ Bidder)

On Letter Head

Whereas, I/we (name of agency) has submitted bid for
..... I/we hereby submit following declaration that no addition / deletion / corrections have been made in the downloaded tender document being submitted and it is identical to the tender document appearing on the website.

Date:

Signature of bidder

Place:

Name of bidder

.....

Along with date & Seal



Annexure-I
TECHNICAL BID INFORMATION

On Letter Head

Sl No	Details	Documents
01	Name of The Bidder/Organisation/Firm	
02	Name of the Authorized Persons/Proprietor/Director/Head/ Manager/ Contact Persons of the organisation	
03	Contact No:	
04	Email	
05	PAN No	
06	GST No	
07	Registered Address	
08	Address for Communication	
09	Trade Licence	
10	MOA/Certification of Incorporation No/ Partnership Deed	
11	Any Other related information	
12	Name of Technical Officer/Engineer	
13	Contact & Email of Technical Officer/Engineer	
14	Qualification of Technical Officer/Engineer	
15	Experience of Technical Person(in years)	

Date:

Signature of bidder

Place:

Name of bidder

.....

Along with date & Seal



**Annexure-II
PRICE BID
On Letter Head**

**To,
The Accounts Officer,
IIFT, Kolkata campus**

Subject: Financial Bid/Price Bid

Sir/Madam,

I/we have gone through the tender document and terms & conditions, understood it fully and declare that I/we shall abide by the terms and conditions mentioned therein for supply of the items required. The price submitted below is final & complete in all respects.

Sl. No.	Description of Work	Unit.	Quantity	Rate	Amount in Rs.
1.	Comprehensive Consultancy service for renewal part of Fire Safety Certificate (as mention in the enclosed Annexure-A) for the occupancy of B+G+IV storied Admin cum Academic Building and G+VII storied Hostel building. Incorporate G+VIII storied Faculty Housing building, single storied Service block and outsides building areas within the boundary of Institute campus in the name and style of Indian Institute of Foreign Trade at premises no. 1583, Madurdah, Chowbaga Road, Kolkata-700107 for Fire-fighting system FSR/RFSR and FSC except Government revenue. Note :-i) Rate is to be quoted excluding G.S. T, ii) Government Revenue will be paid by institute after submission of details from awarded bidder.	No.	1 (One)		
	TOTAL IN FIGURE				
	TOTAL IN WORDS :-				

***** Taxes extra as applicable.**

I/we certify that information furnished above is true and correct. All the terms and Conditions mentioned in the tender documents are acceptable to us.

In case of discrepancy between words and numeric, the amount mentioned in word will prevail.

(Authorized Signature)

Name of the bidder.....
Seal & Signature



For the Performance Guarantee

(To be typed on non-judicial stamp paper of appropriate value)

Subject: PERFORMANCE GUARANTEE

Whereas INDIAN INSTITUTE OF FOREIGN TRADE (hereafter referred to as "IIFT") has issued an WO no. Dated/...../2018 awarding the work of "Consultant to obtain Fire NOC/Fire Safety Certificate IIFT Kolkata Centre" to M/s, R/o (hereafter referred to as "Bidder") and IIFT has asked him to submit a Performance Guarantee in favour of Registrar, IIFT of Rs./- (hereafter referred to as "P.G. Amount") valid up to/...../20..... (hereafter referred to as "Validity Date").

Now at the request of the Bidder, We Bank Branch having (Address) and Regd. office address as (hereinafter called "the Bank") agreed to give this guarantee as hereinafter contained:

1. We, "the Bank" do hereby undertake and assure to the IIFT that if in the opinion of the IIFT, the Bidder has in any way failed to observe or perform the terms and conditions of the said agreement or has committed any breach of its obligations thereunder, the Bank shall on demand and without any objection or demur pay to the IIFT the said sum limited to Performance Guarantee amount or such lesser amount as IIFT may demand without requiring IIFT to have recourse to any legal remedy that may be available to it to compel the Bank to pay the same.
2. Any such demand from the IIFT shall be conclusive as regards the liability of Bidder to pay to IIFT or as regards the amount payable by the Bank under this guarantee. The Bank shall not be entitled to withhold payment on the ground that the Bidder had disputed its liability to pay or has disputed the quantum of the amount or that any arbitration proceeding or legal proceeding is pending between Bidder and IIFT regarding the claim.
3. We, the Bank further agree that the guarantee shall come into force from the date of its issue and shall remain in full force and effect up to its Validity date.
4. The Bank further agrees that the IIFT shall have the fullest liberty without the consent of the Bank and without affecting in any way the obligations hereunder to vary any of the terms and conditions of the said agreement or to extend the time for performance of the said agreement from any of the powers exercisable by IIFT against the Bidder and to forebear to enforce any of the terms and conditions relating to the said agreement and the Bank shall not be relieved from its liability by reason of such failure or extension being granted to Bidder or through any forbearance, act or omission on the part of IIFT or any indulgence by IIFT to Bidder or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of relieving or discharging the guarantor.
5. Notwithstanding anything herein contained;



- (a) The liability of the Bank under this guarantee is restricted to the Performance guarantee amount and it will remain in force up to its Validity date.
- (b) The guarantee shall stand completely discharged and all rights of the IIFT under this Guarantee shall be extinguished if no claim or demand is made on us in writing on or before its validity date.
6. In case IIFT demands for any money under this bank guarantee, the same shall be paid through banker's Cheque in favour of "Indian Institute of Foreign Trade" and payable at "Kolkata".
7. The Bank guarantees that the below mentioned officer who have signed it on behalf of the Bank have authority to give this guarantee under its delegated power.

Place...

Date...

(Signature of the Bank Officer)

(Rubber stamp of the bank)

Authorized Power of Attorney Number:

Name of the Bank officer:

Designation:

Complete Postal address of Bank:

.....

.....

Telephone Numbers

Fax numbers

E-mail ID:

Annexure-A

GOVERNMENT OF WEST BENGAL
OFFICE OF THE DIRECTOR GENERAL
WEST BENGAL FIRE & EMERGENCY SERVICES
13-D Mirza Ghalib Street, Kolkata- 700 016

Memo No : IND/WB/FES/20182019/35372

From :
The Director
Fire Prevention Wing,
West Bengal Fire & Emergency Services.

DATE 20/03/2019

To :
INDIAN INSTITUTE OF FOREIGN TRADE
Plot No. 1583, Madurdah, Chowbaga Road, Kolkata
Gariahat F.S., Kasba,
Kolkata - 700107 .

Sub :Renewal of Part Fire Safety Certificate for the occupancy of B+G+IV storied Admin cum Academic building and G+VII storied Hostel Building in the name and style of "Indian Institute of Foreign Trade" at premises no. 1583, Madurdah, Chowbaga Road, Kolkata- 700107.

This is in reference to your Application No. IND/WB/FES/20182019/35372, dated 20/03/2019, regarding the Renewal of Part Fire Safety Certificate for the occupancy of B+G+IV storied Admin cum Academic building and G+VII storied Hostel Building in the name and style of "Indian Institute of Foreign Trade" at premises no. 1583, Madurdah, Chowbaga Road, Kolkata- 700107..

The performance of the Fire Fighting System as incorporated in the buildings were tested at random and found satisfactorily working condition. In view of the above this office is releasing the Renewal of Fire Safety Certificate for occupancy of the aforesaid building.

However to up-keep the Fire Safety Measure of the aforesaid building the following safety measures need to be incorporated / maintained.

1. However, to up-keep the Fire Safety measure of the aforesaid building the following safety measures are needed to be incorporated/maintained-

- * 2. Automatic sprinklers shall be provided in all floors of B+G+IV storied administrative building and auditorium as per I.S. Specification within 6 months.
3. Driveway must be free of any type of obstruction for easy movement of Fire Appliances. No parking will be allowed on the Driveway.
4. The interior finish decoration of building shall be made with low flame spread material confirming I.S. specification.
5. To eliminate risk of Fire Hazard good house-keeping both for inside and outside of the building shall be strictly maintained.
6. Existing electrical wiring of the whole buildings shall have to be carefully checked for any wear and tear in them, particularly lines above false ceiling and duct.
- * 7. The notice of Fire Fighting and Evacuation from the building shall be prepared and displayed at all vulnerable places of the building.
8. The residents, employees and security staffs shall be conversant with installed Fire Fighting Equipments of the building and to operate in the event of Fire & Testing.
9. Mock Fire practice and evacuation drill shall be performed periodically with participants of all the occupants, employees, security personnel of the building.
- * 10. First Aid Fire Fighting system shall be provided as per I.S. specification.
- * 11. Arrangement shall have to be made for regular checking, testing and maintenance of all the Fire Fighting installations and equipments in the building to keep them in perfectly good working condition at all the times.
12. Periodical flashing of water from the hydrant, sprinklers and hose reel hose shall be made to maintain the efficient working performance of above mentioned system.
- * 13. The Fire Check Door shall be sealed with rubber sealing properly in order to prevent the percolation of smoke.
- * 14. The Fire Safety audit to be conducted at regular interval and to be recorded in the Fire Prevention maintenance register.
15. No changes shall be done in the buildings that will affect the means of escape. Any deviation in the above and failure in maintenance of the Fire Prevention and Life Safety Measures shall be at the risk and liability of the owner.
16. Any deviation and failure in maintenance of the Fire Prevention and Fire Safety measures will be at the risk and liability of the Head of the Organization. #
17. This renewal of Fire Safety Certificate (Part) is valid for three years and have to be renewed every interval of three years from the date of issue of this letter. Every interval of three years a certificate is to be obtained from the Director General, West Bengal Fire & Emergency Services, performance of all the Life & Fire Safety arrangements and installations of the building.