Indian Institute of Information Technology Allahabad, Prayagraj

(An institute of National Importance established by GoI)

Deoghat, Jhalwa, Prayagraj – 211015 (UP) INDIA

EXPRESSION OF INTEREST (EOI) FOR SELECTION OF FIRMS/ENTITIES REGISTERED IN INDIA TO EXECUTE THE WORKS/PROJECTS UNDERTAKEN BY SUSTAINABLE DEVELOPMENT ADVISORY GROUP – INDIAN INSTITUTE OF INFORMATION TECHNOLOGY ALLAHABAD (SDAG-IIITA)

Ref. No.: IIIT-A/EOI/1303/2021
Date: 03/08/2021

Introduction:

Expression of Interest (EOI) is invited online through CPP Portal for selection of firms/entities registered in India to execute the works/Projects undertaken by SDAG-IIITA. The scope of the SDAG includes several relevant aspects defined under 17 Sustainable Development Goals (SDG) by United Nations. Presently, it is offering services on carbon credits to agriculture, horticulture, forest etc. departments of UP and other state governments. Further, the 'center of excellence on agriculture' of SDAG-IIITA is extending a variety of services. The details of EOI are as under:

1. Purpose

To collaborate with a few parties on good faith and best effort basis, using the resources, expertise, network and relationships of both parties in the areas of technology development & transfer; commercialization of technologies, products and services developed by SDAG-IIITA; emerging technologies; experience in preparing Detailed Project Report (DPR), Tender documents, Financial &Technical report; emerging opportunities for interventions for sustainable development including but not limited to sustainable solutions and carbon credits.

2. Objective

To engage various entities to
- Enable SDAG-IIIT-A to act as a nodal agency for government initiatives and to promote the competitiveness of SDAG-IIITA.
- Develop and expand advisory/business services/relationships with public / private sector for the purpose set forth above.
- Create Strategic Partnership with Indian Institute of Information Technology Allahabad, Prayagraj for technical and managerial consultancy across a broad spectrum of domains through a Framework of MoU.

3. Towards this purpose and objective, SDAG-IIITA invites "Expression of Interest" (EOI) from eligible and experienced Agencies/Companies/Firms/Consultants, as well as new startups as per following terms.

PART (A): Experienced Pvt./Public Limited Companies should submit the following along with the documentary evidence:

    i.   Nature/Constitution of the entity with certificate of incorporation/registration:

    ii. Registered Address of the entity:

   iii. GST certificate & PAN card of entity:

   iv. Last 3 years audited financial statements of entity up to FY 2019-20:

PART(B): Other Pvt. Ltd. Companies/ Proprietary or Partnership Firms/ other similarly placed entities should submit the following along with the documentary evidence:

   i. Nature/Constitution of the entity with certificate of incorporation/registration:

   ii. Registered Address of the entity:

   iii. GST certificate & PAN card of entity:

   iv. Last 3 years audited financial statements OR ITRs of entity up to FY 2019-20:

PART (C): For Start-ups/ MSME

The duly recognized start-ups should submit the following along with the documentary evidence:

   i. Registered Address of the entity:

   ii. GST certificate & PAN card of entity:

Should have inclination for developing Agriculture/Farmers/Forest/Sustainability related products/ services.

Part (D): The Experienced Consultants

1. Should have done consultancy to Government or reputed private entities in the past. Should produce the proof of the consultancy fee received from them matching the purpose as mentioned above.

4. Short listing Criteria for Empanelment:

PART (A): Criteria for Experienced entities :

The evaluation criteria used by IIITA to determine the acceptability of proposals at any stage and eventual technical discussion with one or more selected vendors will include but not limited to the following:

   i. Should be incorporated/registered before **1st January 2018**

   ii. Should have Revenue of **Rs.50 Lakh** or more in any year in the last 3 years

   iii. Should have more than 5 active clients/projects (attach documentary evidence)

   iv. Should be engaged in the domains of technical and managerial consultancy or development (attach documentary evidence)

PART (B): Other Pvt. Ltd. Companies/ Proprietary or Partnership Firms/ other similarly placed entities should submit the following along with the documentary evidence:

   i. Should be incorporated/registered before **1st January 2018**

   ii. Should have Revenue of **Rs.5 Lakh** or more in any year in the last 3 years

   iii. Should be engaged in the domains of technical and managerial consultancy or development(attach documentary evidence)

PART (C): Criteria for Start-ups/ MSME:

   i. Should have developed some relevant products or have undertaken some relevant consultancy services.

PART (D) : The Experienced Consultants:

i. Experience should be 10 years for similar nature of work as mentioned above.

ii. Retired/Currently working Persons with experience in Govt./Semi Govt. Organization may also apply if they can get NOC from their employer, if required.

iii. List of similar major work executed and completed in Govt./Semi Govt./PSUs/Reputed agencies/similar organization during last 10 years (enclose supporting documents).

iv. Details of at least three responsible clients/persons to whom the similar major work carried out by the applicant.

Note: After examining the EOI, some or all the applicants may be asked to make/send presentation of the past work and future activities.

All costs and expenses involved in the preparation and submission of the EOI in response to this invitation shall be borne by the responding agency.

After assessing the response from the parties, a detailed tender (invitation process) as per requirement will be formulated and either issued to shortlisted parties responding to this Expression of Interest or by open bidding through Central Public Procurement Portal (CPPP) of Government of India.

5. Confidentiality

All documents submitted in response to the EOI shall become the property of IIIT-A. Any information in such documents, which is proprietary to the agency/ consultant, should be specifically identified as such. Proprietary information shall not be deemed to include information that is obtainable from another source or is becomes available in the public domain. Notwithstanding the foregoing, IIIT-A may disclose proposals, including proprietary information, to appropriate personnel selected by IIIT-A for evaluation purposes.

All the information contained in this EOI is confidential and cannot be disseminated to third parties or used by any recipient of this EOI for any purpose other than answering to this EOI. No public statement or press release shall be issued by the recipient regarding this EOI, the information contained within, or the EOI process without the prior written authorization of IIIT-A.

6. Timelines and Contact Details

For any queries/clarification related to EOI, you may contact Dr. Vineet Tiwari, Chairman (SDAG-IIITA) Asst. Professor, Department of Management Studies, Indian Institute of Information Technology Allahabad, Prayagraj-211015, Uttar Pradesh Mobile: +91 8109228418, email: vineet.tiwari@iiita.ac.in, during office hours [10:00 to 15:00 hours]

CRITICAL DATE SHEET

Publish Date	03/08/2021 (06:30 PM)
EOI Document Download Start Date	03/08/2021 (06:30 PM)
EOI Submission Start Date	03/08/2021 (06:30 PM)
Query submission last date	16/08/2021 (04:00 PM)
EOI Submission End Date	23/08/2021 (12:00 PM)
Technical EOI Opening Date	24/08/2021 (04:00 PM)

Validity of EOI	90 days from the end date of submission of EOI.
Note: The information regarding extension of date, time or corrigendum if any, will be floated at Institute website https://iiita.ac.in/tenders.php and CPP Portal.	

1. EOI document may be downloaded from IIITA website https://www.iiita.ac.in (for reference only) and CPPP site https://eprocure.gov.in/eprocure/app as per the schedule as given in CRITICAL DATE SHEET as under.

2. EOI shall be submitted online only at CPPP website: https://eprocure.gov.in/eprocure/app. Applicants/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/Applicants for the e-submission of the EOI online through the Central Public Procurement Portal for e- procurement at https://eprocure.gov.in/eprocure/app'. EOI documents may be scanned with 100 dpi with black & white option which helps in reducing size of the scanned document.

3. Not more than one EOI shall be submitted by one vendor to another vendor having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to EOI for the same contract as separate competitors. A breach of this condition will render the EOI of both parties liable to rejection.

4. An applicant who has downloaded the EOI from the IIITA website https://www.iiita.ac.in (For reference only) and Central Public Procurement Portal (CPPP) website https://eprocure.gov.in/eprocure/app shall not modify the EOI form in any manner.

Instructions for Online EOI Submission:

The Applicants are required to submit soft copies of their EOI electronically on the CPP Portal, Using valid Digital Signature Certificates. The instructions given below are meant to assist the Applicants in registering on the CPP Portal, prepare their EOI in accordance with the requirements and submitting their EOI online on the CPP Portal.

More information useful for submitting online EOI on the CPP Portal may be obtained at:

https://eprocure.gov.in/eprocure/app.

☐ **REGISTRATION**

1. Applicants are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:https://eprocure.gov.in/eprocure/app) by clicking on the link "**Online Applicant Enrolment**" on the CPP Portal which is free of charge.

2. As part of the enrolment process, the Applicants will be required to choose a unique username and assign a password for their accounts.

3. Applicants 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.

4. Upon enrolment, the Applicants will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra / Capricorn etc.), with their profile.

5. Only one valid DSC should be registered by an Applicant. Please note that the Applicants are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

6. Applicant then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC /e-Token.

☐ **SEARCHING FOR EOI DOCUMENTS**

1. There are various search options built in the CPP Portal, to facilitate Applicants to search active EOIs by several parameters. These parameters could include EOI ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for EOIs, wherein the Applicants may combine several search parameters such As Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a EOI published on the CPP Portal.

2. Once the Applicants have selected the EOIs they are interested in, they may download the required documents / EOI schedules. These EOIs can be moved to the respective 'My EOIs' folder. This would enable the CPP Portal to intimate the Applicants through SMS / e-mail in case there is any corrigendum issued to the EOI document.

3. The Applicant should make a note of the unique EOI ID assigned to each EOI, in case they want to obtain any clarification / help from the Helpdesk.

☐ **PREPARATION OF EOI**

1. Applicant should consider any corrigendum published on the EOI document before submitting their EOI.

2. Please go through the EOI advertisement and the EOI document carefully to understand the documents required to be submitted as part of the EOI. Please note the number of covers in which the EOI documents must be submitted, the number of documents - including the names and content of each of the document hat need to be submitted. Any deviations from these may lead to rejection of the EOI.

3. Applicant, in advance, should get ready the EOI documents to be submitted as indicated in the EOI document / schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. EOI documents may be scanned with 100 dpi with black & white option which helps in reducing size of the scanned document.

4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every EOI, a

provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the Applicants. Applicants can use "My Space" or ''Other Important Documents'' area available to them to upload such documents. These documents maybe directly submitted from the "My Space" area while submitting an EOI, and need not be uploaded **again** and again. This will lead to a reduction in the time required for EOI submission process.

☐ **SUBMISSION OF EOI**

1. Applicant should log into the site well in advance for EOI submission so that they can upload the EOI in time i.e. on or before the EOI submission time. Applicant will be responsible for any delay due to other issues.

2. The Applicant must digitally sign and upload the required EOI documents one by one as indicated in the EOI document.

3. The server time (which is displayed on the Applicants' dashboard) will be considered as the standard time for referencing the deadlines for submission of the EOI by the Applicants, opening of EOI etc. The Applicants should follow this time during EOI submission.

4. All the documents being submitted by the Applicants would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of EOI opening. The confidentiality of the EOI is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any EOI document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/EOI opener's public keys. Overall, the uploaded EOI documents become readable only after the EOI opening by the authorized EOI openers.

5. The uploaded EOI documents become readable only after the EOI opening by the authorized EOI openers.

6. Upon the successful and timely submission of EOI (i.e. after Clicking "Freeze EOI Submission" in the portal), the portal will give a successful EOI submission message and a EOI summary will be displayed with the EOI No. and the date& time of submission of the EOI with all other relevant details.

7. The EOI summary has to be printed and kept as an acknowledgement of the submission of the EOI. This acknowledgement may be used as an entry pass for any EOI opening meetings.

8. **Manual submission of EOI shall not be accepted.**

☐ **ASSISTANCE TO APPLICANTS**

1. Any queries relating to the EOI document and the terms and conditions contained therein should be addressed to the EOI Inviting Authority for an EOI or the relevant contact person indicated in the EOI.

2. Any queries relating to the process of online EOI submission or queries

relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232, 91-7878007972 and 91-7878007973.

Terms of Reference:

Terms of reference for this EOI are as follows:-

a) After EOI stage, Tender will be issued in Two part Bid system (1.Technical or Techno-Commercial and 2. Price Offer or Financial Bid) through CPP Portal as well as IIIT Allahabad website. The second stage bidding may or may not be restricted only to the shortlisted bidders of EOI stage. Normal OTE/GTE bidding may be done.

b) Agency/Organization, if found, to have indulged in any corrupt or fraudulent practices, their EOI document will not be considered.

c) For technical queries related to enquiry, please contact to Dr. Vineet Tiwari, Asst. Professor, Department of Management Studies, Indian Institute of Information Technology Allahabad, Prayagraj-211015, Uttar Pradesh Mobile: +91 8109228418, email: vineet.tiwari@iiita.ac.in, during office hours [10:00 to 15:00 hours]

d) Director, Indian Institute of Information Technology Allahabad reserves the right to Alter/ cancel the process, if the necessity so arises, or to seek further information/details.

Annexure-I

LETTER OF APPLICATION

(On company letter head)

Sub: Expression of Interest (EOI) is invited online through CPP Portal, who are engaged in such types of the work.

1. Name of the Company: _____
2. Mailing Address: _____

    _____

3. Contact Executive: _____
4. Name & Designation: _____
5. Telephone: _____
6. Fax: _____
7. Mobile: _____
8. Email: _____
9. Website: _____
10. Registration Number of the company: _____
11. PAN No.: _____
12. GST Registration No.: _____

(Authorized Signatory)

Name: Designation:

Stamp of the company:

Annexure-II

PREVIOUS EXPERIENCE

Interested applicants may use the below form to showcase their experience in similar field. One form for each experience may be attached with the application.

S. No.	Particulars	Details
1.	Name of the Project	
2.	Location & State	Location: State:
3.	Capital Cost of the Project	INR_____ Rupees (in words)
4.	Details of the Project	
5.	Experience of Applicant in similar Projects	_____Years (please enclose work orders, agreements, contracts with relevant authorities)
6.	Type of Organization	Please tick (enclose proof) Company Partnership Trust Society Other, please mention

(Authorized Signatory)

Name: Designation:

Stamp of the company:

Annexure-III

<u>DECLARATION</u>

1. I/We,_____Son/Daughter of Mr. /Ms._____ -------------------------------Proprietor/Partner CEO/ MD/ Director/ Authorized Signatory of M/s am competent to sign this declaration and Execute this document.

2. I/We have carefully read and understood all the terms and conditions of the EOI, meet the same and hereby convey my acceptance of the same.

3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.

4. I/We am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to the summarily rejection of my EOI at any stage besides liabilities towards prosecution under appropriate law.

5. Each page of the EOI document and attached annexure, if any, are authenticated, sealed and signed and I take full responsibility for the entire documents submitted.

Signature of the Authorized Signatory

(With Seal)

Place:

Date: