

INDIAN INSTITUTE OF FOREST MANAGEMENT

P.O. BOX NO.357, NEHRU NAGAR, BHOPAL 462 003 (M.P.)

Tel-EPABX – 0755 – 2775716, Fax – 0755 – 2772878

Corrigendum

To Expression of Interest for e-tendering services

It is to inform to all concerned that the last date for submission of Expression of Interest (Eoi) for e-tendering services advertised on 6-1-2018 in Patrika is 29-01-2018. All terms and conditions of the said Eoi remains unchanged.

Detailed tender document is available in our website www.iifm.ac.in/tenders.

CHIEF ADMINISTRATIVE OFFICER

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

INVITATION OF EXPRESSION OF INTEREST (Eoi)
For e-tendering services

Agencies which possess wide expertise and experience in providing support services for e-tendering process are invited to express their interest to be empanelled at the Institute for e-tendering services. Agencies may send their Eoi to the following address so as to reach us latest by 29-01-2018.

Chief Administrative Officer,
Indian Institute of Forest Management,
PO Box No.357
Nehru Nagar, Bhopal -462003 (MP)

For further details, please refer to our website www.iifm.ac.in

CHIEF ADMINISTRATIVE OFFICER

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

INVITATION OF EXPRESSION OF INTEREST (Eoi)
For e-tendering services

TERMS AND CONDITIONS

1. The proposal should be sent by Regd. Post/speed post, courier or hand delivery addressed to the Chief Administrative Officer, Indian Institute of Forest Management, Nehru Nagar, Bhopal. The sealed envelope should be super scribed as "Expression of Interest for e-Tendering Services." Last date for receipt of the proposal is by 5 pm on 22-12-2017.
2. Cost of the form for the empanelment proposed is Rs.1000 (Rupees one thousand only) in the form of Demand Draft in favour of the Director, IIFM, Bhopal which is non-refundable. Proposals without the Demand Draft will be rejected.
3. IIFM expects the Agency provide e-publishing of tender documents in website, facilitating the web-users in tendering process, opening technical bids and financial bids in coordination with IIFM, and generating comparative charts for technical bids and financial bids.
4. It is essential to have experience of minimum two years in e-tendering support services (attach self attested photocopies of the Contract Agreements) rendered to any reputed organization.
5. The Firm must enclose certified photocopies of Services Tax Registration (if applicable), PAN and photocopies of the Income Tax Return for the last two Financial Years.
6. The IIFM reserves the right to reject or to accept any or all the proposals.
7. Final selection of the Agency would be based on the proposal/documents submitted, past experience, professional competency in the required services etc.
8. A written Agreement on prescribed format will have to be made between the selected agency and the IIFM. This agreement will be deemed to be effective from the date of signing for next one year. This period of Agreement can be further extended for a period of two years on a year to year basis in case the services rendered have been satisfactory.
9. In case of any dispute of any kind, area of judiciary will be Bhopal only.
10. In case of any dispute, Director of IIFM will have the right to appoint arbitrator which will be acceptable to both the parties.

Signature,
Name and Address of the Firm)

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

INVITATION OF EXPRESSION OF INTEREST (Eoi)
For e-tendering services

TECHNICAL FORMAT FOR Eoi

Sl	Documents/Description	
1	Name of the Agency	
2	Whether a Pvt. Firm, Govt. Agency, PSU, Bank etc.?	
3	Address of the Agency with Telephone Number, Fax No. Email id	
4	Name of the Proprietor/ Director/ Partner	
5	Address & Telephone No. Mobile No. Email id of the Proprietor/Director/Partner	
6	Copy of Registration /MoA / Partnership Deed of the Agency	
7	Certificate of Services Tax Registration/GSTIN	
8	Copy of PAN card	
9	Copies of Income Tax Returns of FY 2015-16 and FY 2016-17	
10	Total Experience in providing etendering services (should have minimum 2 years experience)	
11	List of Clience Organisation (Govt. and non-government separately) for whom e-tendering services being provided	
12	Copies of Agreement of Sl 10 above	
13	Details of services to be offered for e-tendering	
14	No. of professionals available for support services	
15	No. of enclosures	
16	Details of DD for Tender Document Cost of Rs.1000/-	DD No. _____ date _____ Bank _____

DECLARATION

1. All the details mentioned above are true and correct. If any information given by me/us found to be incorrect, IIFM reserves the right to reject my/our proposal.
2. IIFM has the right to cross check all documents submitted by me/us.
3. IIFM can call for a presentation if required and same will be done by me/us at my/our own cost and risk.
4. Director, IIFM reserves the right to accept/reject any or all the offers received without assigning any reason. The decision of the IIFM will be final in this regard and will be acceptable to everyone.

Signature)
Name and address of the Agency.

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INVITATION OF EXPRESSION OF INTEREST (Eoi)
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FINANCIAL FOR FOR Eoi

Sl	Description	Rate to be charged from IIFM (if applicable) (Rs)	Rate to be charged from web-user (Tenderers) (Rs)
1	e-tendering support services (e-publishing of tender documents in website, facilitating the web-users in tendering process, opening technical bids and financial bids in coordination with IIFM etc)		

Signature)
Name and address of the Agency.