

# INVITATION FOR EXPRESSION OF INTEREST (EOI)

for

**Engagement of Consultancy Firm**

for

**Providing Professional Counseling Services**

at

**IIT KHARAGPUR**

Date of Pre-bid Meeting	: 14 <sup>th</sup> November, 2017 at 4.00 p.m.
Last date of Submission of EOI Proposal	: 04 <sup>th</sup> December, 2017 upto 3.00 p.m.
Opening of EOI Proposal	: 04 <sup>th</sup> December, 2017 at 4.00 p.m.
Presentation	: 04 <sup>th</sup> December, 2017 at 4.30 p.m.



**INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR**

**KHARAGPUR**



भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
Indian Institute of Technology  
Kharagpur

No. IIT/KGP/COUNSELING/EOI/2017

Dated: 02.11.2017

**Sub: Expression of Interest (EOI) for Engagement of Consultancy Firm for Engagement of Consultancy Firm for Providing Professional Counseling Services**

**Please note: This is not a Request for Proposal (RFP) and commercials are not to be submitted with EOI.**

Indian Institute of Technology Kharagpur is planning to provide Professional Counseling Services to the students.

IIT Kharagpur invites sealed Expression of Interest (EOI) from reputed organization / firm having experience in the planning for Providing Professional Counseling Services.

The complete document can be downloaded from Institute website [www.iitkgp.ac.in](http://www.iitkgp.ac.in) (Link: Tenders) and the same is also available on CPP Portal (<https://eprocure.gov.in/epublish/app>). The EOI submission fee is Rs. 1,000/- [Rs. One Thousand only] (non-refundable) and same must be submitted in the form of Demand Draft drawn in favour of "Indian Institute of Technology Kharagpur" payable at Kharagpur.

Interested firms are requested to send their EOI under a sealed envelope superscribed with "**Expression of Interest (EOI) for Engagement of Consultancy Firm for Providing Professional Counseling Services to the Students**", by post or handed over to the Office of the Joint Registrar (S & P), IIT Kharagpur on or before 04<sup>th</sup> December, 2017 upto 3.00 p.m. **Any corrigendum/addendum shall only be published on the Institute Website and CPP Portal only.**

The EOI will be opened on 04<sup>th</sup> December, 2017 at 4.00 p.m in the Committee Room, IIT Kharagpur in the presence of authorized representative of the firms.

As part of short listing exercise, prospective service providers will be required to make a focused presentation through PPT not exceeding 15 minutes on their company, expertise, experience and proposed solution for providing services to be provided to IIT Kharagpur Students before the Technical Committee on 04<sup>th</sup> December, 2017 at 4.30 p.m in the Committee Room.

Based on the acceptable solution presented Request for Proposal (RFP) may be issued to service providers for submission of two (02) part (Part A: Technical and Part B: Commercial) offers as per Institute Rules.

The Institute reserves the right to issue RFP to service provider if deemed eligible and qualified based on the evaluation of the EOI submitted by the firms and firm presentations, etc. The decision of the Institute in this regard shall be final.

The Director, Indian Institute of Technology Kharagpur reserves the right to accept/reject any or all the EOI without assigning any reason. The Institute also reserves the right to amend the scope of the work at any point of time. Any attempt on the part of any firm to influence, negotiate directly or indirectly with the Institute will lead to exclusion from consideration.

Registrar  
for Director, IIT Kharagpur

1. Institute Website
2. CPP Portal
3. Newspaper

## **1. INTRODUCTION & BACKGROUND**

The Indian Institute of Technology at Kharagpur is the first of the twenty three Institutes established in the IIT system. Established in 1951 by an act of Parliament, IIT Kharagpur stands tall for its excellence in Academics and Research with top class faculty, staffs and students. With 19 Academic Departments, 10 Centres & 12 Schools of Excellence having about 11,400+ students, the Institute offers 15 B. Tech.(Hons.) Programs, 38 Dual Degree Programs, 2 Interdisciplinary Dual Degree Programs, 6 Integrated M.Sc. Programs and 5 Two Year M.Sc. degree programs of Joint M.Sc.-Ph.D. The Institute has also counseling centre, Technology hospital etc to cater the needs of the students.

The Counseling Centre at IIT Kharagpur is involved in individual consultation, crisis intervention, group counseling, psychiatrist services and outreach to the students of the Institute. Presently we have four regular counselors to cater the present needs of the student. It is felt that they are not sufficient to cater different needs of the students

## **2. BRIEF SCOPE OF SERVICES FOR CONSULTANT**

The Institute is planning to outsource Behavioral Health Services relating to students to a company/firm who is professionally competent to provide counseling services in large multi-cultural academic Institutions of repute and has experience in serving large academic Institution including IITs. The company/firm will have to provide counseling services through competent behavioral health service providers to students of the Institute by deputing Professional Counselors at IIT Kharagpur Campus. The services are meant to cater to: (a) Career & Educational guidance, (b) Personal & Interpersonal counseling and (c) Management of stress-related behavioral aberrations. The company/firm has to depute four (04) professional counselors at IIT Kharagpur thrice a week, three (03) hours in duration for each visit, as and when stipulated by the Institute. The service provider shall provide assistance to available expertise and infrastructure already available at the Institute.

**Note :**The Scope of Services indicated above are not exhaustive but are only indicative.

### **3. FIRMS WHO ARE INTERESTED TO PARTICIPATE SHOULD MEET THE FOLLOWING MINIMUM ELIGIBILITY CRITERIA:**

**Important** : Firms must submit the documentary proof in support of meeting the minimum eligibility criteria. Simply an undertaking by the Firm for any item of the criteria shall not suffice the purpose. All the documentary proof must be listed on the letter head duly signed with official seal, to be submitted with the EOI proposal.

- (a) Firm shall have a minimum 5 (five) years of experience for Engagement of Consultancy Firm for Providing Professional Counseling Services as on EOI submission deadline.
- (b) Experience of having successfully provided at least one (01) Professional Counseling Services of similar nature at any large multi-cultural educational institution of repute in India during last 03 (Three) years as on EOI submission deadline.
- (c) The Firm must have minimum annual average turnover of Rs. 25 Lakh (Rupees Twenty Lakh only) during last the three financial years. All Firms should submit copies of Audited Statement of Accounts for the last three years certified by a Chartered Accountant along with the EOI.
- (d) Solvency certificate minimum of Rs. 15 Lakh (Rupees Fifteen Lakh only) is required from any scheduled bank.
- (e) Proof of Registration of the Firm under relevant law, such as Companies Act, and / or Shops & Establishment Act or Trade License from appropriate authority etc.
- (f) All Firms should submit along with their EOI, copies of PAN Card, GST Registration Certificate.
- (g) A certificate (Affidavit) to be signed by MD / CEO of the company that while they haven't been debarred or blacklisted for any services, supplies or products, while dealing in by any organization or educational Institute/ University / State/ Central government and no criminal case is pending or contemplated against them.
- (h) The Firm must submit copies of acknowledgement of Income Tax return for the last three financial years.
- (i) Filled in declaration as per the format enclosed.
- (j) Copy of the complete EOI document with signature and seal in each page as a token of acceptance of all the terms & conditions of the EOI.
- (k) To abide by Non Disclosure Agreement/Confidentiality in the event of selection.

#### **4. EOI SUBMISSION FEE**

The EOI submission fee is Rs. 1,000/- [Rs. One Thousand only] (non-refundable) and same must be submitted in the form of Demand Draft drawn in favour of “Indian Institute of Technology Kharagpur” payable at Kharagpur.

#### **5. CORRESPONDENCE**

For any query pertaining to this document, correspondence may be made to:

Dean (HR)  
Indian Institute of Technology  
Kharagpur – 721302  
e-mail – [deanhr@adm.iitkgp.ernet.in](mailto:deanhr@adm.iitkgp.ernet.in)  
Phone No. (03222) 282044

#### **6. EOI SUBMISSION ADDRESS**

Joint Registrar (S & P)  
Stores & Purchase Section  
IIT Kharagpur – 721302  
West Midnapore, W. B.

## **DRAFT LETTER FOR SUBMISSION OF EOI**

From: (The name & Address of the Company)

To,  
The Registrar  
Indian Institute of Technology Kharagpur  
P.O. Kharagpur Technology  
PIN – 721302,  
Dist. West Midnapore, West Bengal, India.  
Phone: 03222-282022; Fax: 03222-282020  
Email: [registrar@hijli.iitkgp.ernet.in](mailto:registrar@hijli.iitkgp.ernet.in)

**Sub : Submission of EOI for Engagement of Consultancy Firm for Providing Professional Counseling Services to the students at IIT Kharagpur**

Sir,

Having examined the details given in Press Notice and EOI document for the above work. I/We hereby submit the EOI document and other relevant information.

1. I/We hereby certify that all the statements made and information supplied and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
3. I/We submit the requisite certified solvency certificate and authorise the Authority, to approach the Bank issuing the solvency certificate to confirm the correctness thereof.
4. I/We also authorise the Authority to approach individuals, employers, firms and corporation to verify our competence and general reputation.
5. I/We shall abide by the rules & regulations of the Institute in regard to the selection process of the agency and the final decision.
6. I/we agree to abide by Non-Disclosure/Confidentiality Agreement.

**(Signature of the applicant(s) with full address, date and office seal)**

**Annexure:**

1. Form A
2. Form B
3. Form C
4. Form D
5. Form E
6. Annexure I
7. Annexure II

## ORGANISATIONAL STRUCTURE

- 1) Name & Address of the applicant with Telephone No. / Fax No. / E mail
  
- 2) a) Year of Establishment  
b) Year of commencement of business
  
- 3) Legal status of the applicant (attach copies of original document defining the legal status)
  - a) A proprietary firm
  - b) A firm in partnership
  - c) A limited company or Corporation
  
- 4) Particulars of registration with various Government bodies (attach attested photocopies)

<u>Organization / Place of registration</u>	<u>Registration No.</u>
i)	
ii)	
iii)	
  
- 5) Names and Titles of directors' or partners and officers with Designation with organisation chart
  
- 6) Designation of individuals authorized to act on behalf of the organization.
  
- 7) Was the applicant required to suspend any project for a period more than six months continuously after commencement of planning? If so, give the name of the project and reasons of suspension of project.

- 8) Has the applicant or any constituent partner in case of-partnership firm, ever abandoned the awarded project before its completion? If-so, give name of the Project and reasons for abandonment.
  
- 9) Has the applicant or any constituent partner in case of partnership firm, ever been debarred/black listed for competing in any organization at any time? If so, give details.
  
- 10) Has the applicant or any constituent partner in case of partnership firms, ever been convicted by a court of law? If so, give details.
  
- 11) In which field does the applicant has specialization and interest?
  
- 12) Details of GST registration & Income tax return, PAN, Cess details etc.
  
- 13) Any other information considered necessary but not included above.

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Signature of agency with seal



**DETAILS OF SIMILAR SERVICES COMPLETED DURING LAST  
THREE YEARS AS ON TENDER SUBMISSION DEADLINE**

SL. NO.	NAME OF PROJECT & LOCATION	DETAILS OF THE PROJECT	OWNER OR SPONSORING ORGANISATION	COST OF PROJECT (LAKH)	DATE OF COMMENCEMENT AS PER CONTRACT	STIPULATED DATE OF COMPLETION	ACTUAL DATE OF COMPLETION	NAME, ADDRESS & TELEPHONE NO. OF OFFICER TO WHOM REFERENCE MAY BE MADE	REMARKS
(1)	(2)		(3)	(4)	(5)	(6)	(7)	(8)	(9)

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Signature of Agency with seal

**SERVICES UNDER EXECUTION OR AWARDED**

SL. NO.	NAME OF PROJECT & LOCATION	DETAILS OF THE PROJECT	OWNER OR SPONSORING ORGANISATION	COST OF PROJECT (LAKH)	DATE OF COMMENCEMENT AS PER CONTRACT	STIPULATED DATE OF COMPLETION	UPTO DATE PERCENTAGE OF PROGRESS OF PROJECT	SLOW PROGRESSES IF ANY AND REASONS THEREOF	NAME, ADDRESS & TELEPHONE NO. OF OFFICER TO WHOM REFERENCE MAY BE MADE	REMARKS
(1)	(2)		(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

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 Signature of Agency with seal

**LIST OF MAJOR / IMPORTANT SERVICES EXECUTED BY THE FIRM  
SINCE INCEPTION**

SL. NO.	NAME OF PROJECT & LOCATION	DETAILS OF THE PROJECT	OWNER OR SPONSORING ORGANISATION	COST OF PROJECT (CRORES)	DATE OF COMMENCEMENT AS PER CONTRACT	STIPULATED DATE OF COMPLETION	ACTUAL DATE OF COMPLETION	NAME, ADDRESS & TELEPHONE NO. OF OFFICER TO WHOM REFERENCE MAY BE MADE	REMARKS
(1)	(2)		(3)	(4)	(5)	(6)	(7)	(8)	(9)

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Signature of Agency with seal

DETAILS OF PROFESSIONAL COUNSELLORS TO BE DEPLOYED  
FOR THIS SERVICE

SL. No.	DESIGNATION	TOTAL No.	No. AVAILABLE FOR THIS PROJECT	NAME	QUALIFICATION	PROFESSIONAL EXPERIENCE & DETAILS OF PROJECTS CARRIED OUT	HOW WOULD THEY BE INVOLVED IN THE PROJECT	REMARKS
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

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Signature of Agency with seal

**Annexure -I**

*To be provided on the stationary of the bank*

**Solvency Certificate**  
[Format for Solvency Certificate]

To  
The Registrar  
Indian Institute of Technology Kharagpur  
Kharagpur 721302  
West Bengal

**Solvency Certificate**

This is to certify that to the best of our knowledge and information, M/s..... (address) ..... a customer of our bank is respectable and be treated as good for an engagement up to a sum of Rs..... (Solvency amount) ..... only as on..... (Date of Certificate).

This Certificate has been issued without any risk and responsibility on the part of the Bank or any of its officers. This certificate is issued at the specific request of the customer.

Yours Sincerely,

For..... Bank

Signature of Bank Officer  
Designation  
(with seal)

**DECLARATION**

1. I, ----- Son /Daughter of Shri -----  
----- Proprietor/ Partner/ Director/ Authorised Signatory of M/s. -----  
----- am competent to sign this declaration and execute this  
EOI document.
2. I have carefully read and understood all the terms and conditions of the EOI 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 rejection of my EOI at any stage besides liabilities towards  
prosecution under appropriate law.
5. I/ we/ am are agreed to enter into a Non-Disclosure Agreement with respect to the  
proposed EOI for Appointment of Consultancy Firm for Providing Professional  
Consultancy Services at IIT Kharagpur and also ensure full Confidentiality in this regard.

Signature of the Authorised Person

Date: -----

Full Name -----

Place -----

Company Seal: -----

Note : The above declaration, duly signed  
and sealed by the authorised signatory of  
the firm/company, should be enclosed  
with the EOI document.



## INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

IIT Kharagpur invites sealed Expression of Interest (EOI) from reputed and experienced consultancy firms for Providing Professional Counseling Services. EOI documents can be downloaded from [www.iitkgp.ac.in\(Link:Tenders\)](http://www.iitkgp.ac.in(Link:Tenders)) and CPP Portal(<https://eprocure.gov.in/epublish/app>). Any corrigendum/addendum shall only be published on the Institute Website and CPP Portal only.

Submission Deadline:04.12.2017,3:00pm.

No. IIT/KGP/COUNSELING/EOI/2017 Dated 02.11.2017

Registrar