

JIWAJI UNIVERSITY, GWALIOR


No./Store/2021/74

Date 03-03-2021

// NOTICE //

1. Expression of interest (EOI) for selection of consultancy firms/individuals for preparation of tender document

Expression of Interest (EOI) is invited from the eligible consultancy firm/individuals for preparation of tender documents and preferably e-tender documents for various works/assignments in Jiwaji University. The EOI details can be downloaded from the University website www.jiwaji.edu. The general terms and conditions, eligibility conditions and Terms of reference (TOR) can also be viewed on the University website. Lastdate for submission of EOI is 10-04-2021 at 5:00 P.M.


Registrar

JIWAJI UNIVERSITY, GWALIOR

Annexure- I

Instruction for submission of EOI

1. This expression of interest is being invited from the consultancy firm/individuals for preparation of tender documents for various works/services to be carried out in the Jiwaji University.
2. Consultants who meet the eligibility condition given in annexure-II shall submit the EOI.
3. Accomplished expression of interest (EOI) must be submitted together with a letter of intent not later than 17:00 hours (IST) on 10-04-2021.
4. Consultancy Firm/individuals should give their financial bid in separate envelop.
5. The Registrar, Jiwaji University reserves the right to reject any or all application without assigning any reasons thereof.
6. The applicant shall provide all the information sought. Evaluations of only those applications will be done which are received in the required format and complete in all respects incomplete and/or conditional application shall be liable to rejection.
7. No claims whatsoever will be entertained if submission is not received by due date and time.

Annexure- II

Eligibility conditions

1. The consultancy firms/individual should have an annual turnover of Rs.10 lakhs in at least one in the last three financial years from 2017-18 to 2019-20.
2. The consultant should have at least three (03) years of experience in preparation of tender document, preferably e-tender documents in any Government Department / Semi Government. Preference should be given to those consultancy firms/individuals, who have experience of handling consultancy of big company or institutions.



3. The consultant should have office place in Gwalior.
4. The consultant should be Chartered Accountant and/or should have association/relationship with a Chartered Accountant.

Terms of Reference (TOR)

Jiwaji University is an educational Institutions established by Jiwaji Universities Act, 1973. It carries out a number of activities in house or outsourced to professional agencies. Thus, EOI is being published to engage a professional agency for preparation of e-tender documents to carryout these activities efficiently.

Scope of Work (Consultant Tender documents)

The consultant should be responsible for-

- i. Preparation of e-tender documents for limited tender, short term tenders or long-terms tenders.
- ii. The tender documents should be such that it stands the legal scrutiny.
- iii. The final tender document, thus prepared has to be submitted to the competent authority for uploading after due approval.
- iv. Basics Requirement of the product procure shall be provided by the university.

