

**Expression of Interest (EOI)**

**For**

**Shifting of materials including delicate museum objects and sophisticated electrical gadgets and office furnitures etc.**

**from 2, Ripon Street, Kolkata-700016**

**to**

**EN-7-9,**

**Salt Lake City, Sector-V, Kolkata-700091**

**Anthropological Survey of India**

**27, Jawaharlal Nehru Road**

**Kolkata – 700 016**

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1. TEXT OF ADVERTISEMENT

**Anthropological Survey of India  
Ministry of Culture  
Government of India  
27, Jawaharlal Nehru Road  
Kolkata – 700 016**

No \_\_\_\_\_

Dated: \_\_\_\_\_

**INVITATION FOR EXPRESSION OF INTEREST**

The Director, Anthropological Survey of India intends to call for Expression of Interest from reputed firms/agencies having experience in the field of shifting of materials including delicate museum objects, sophisticated electrical gadgets and office furniture etc. for shifting from 2, Ripon Street, Kolkata – 700 016 to EN – 7-9, Salt Lake City, Sector-5, Kolkata – 700 091.

The eligible firms/agencies having experience in the above mentioned field may submit their responses after physically visiting the premises mentioned above in sealed envelope in the prescribed proforma available in our website [www.ansi.gov.in](http://www.ansi.gov.in).

The last date for submission of EOI along with all documents is \_\_\_\_\_

Director  
Anthropological Survey of India  
Kolkata

## Anthropological Survey of India

### 3.1 Background:

Anthropological Survey of India is a premier research institute for anthropological research in bio-cultural studies. It is also recognized as one of the most advanced centres for research and training in anthropology and allied disciplines.

It endeavors to bring in a multi-disciplinary approach, with both social/cultural and physical/biological divisions. Under Cultural Anthropology division, there are Linguistics, Human Ecology, Psychology and Museum sections. Paleoanthropology, Biochemistry, Statistics and DNA laboratories form an integral part of the Physical Anthropology section. The documentation and dissemination activities are supported by different units, such as, Visual Anthropology, Photography and Sound Sections. The Survey has an excellent collection of rare and rich national and international books and journals, which enrich the library section, making it of national significance. For distribution and sale of the Survey's publication, there is also a publication and distribution unit.

### 4.0 Aims & Objectives:

#### Principle Objectives

- To study the tribes and other communities that form the population of India both from the biological and cultural point of view.
- To study and preserve the human skeletal remains, both from modern and Archaeological.
- To collect samples of arts and crafts of the tribes of India.
- To function as a training centre for advanced students in anthropology and for administration.
- To publish the results of the researches.

### 5.0 EOI Processing Fees

A non-refundable processing fee for **Rs.500/-** (Five Hundred Rupees only) in the form of a Demand Draft or a Pay Order drawn in favour of **Pay & Accounts Officer, Ministry of Culture, Govt. of India, Kolkata-1**, payable at Kolkata has to be submitted along with the EOI response. Bids received without or with inadequate EOI processing fees shall be liable to get rejected.

### 6.0 Venue & Deadline for submission of proposal

Proposals, in its complete form in all respects as specified in the EOI, must be submitted to Anthropological Survey of India at the address specified above. In exceptional circumstances and at its discretion, Anthropological Survey of India may extend the deadline for submission of proposals by issuing an amendment to be made available on the Survey's website [www.ansi.gov.in](http://www.ansi.gov.in), in which case all rights and obligations of Anthropological Survey of India and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

## 7.0 Scope of Work & Services:

- a. Anthropological Survey of India is seeking reputed agencies or individual which can provide services for shifting of materials including Museum/Fragile/Delicate articles from 2, Ripon Street, Kolkata – 700 016 to EN – 7-9, Salt Lake City, Sector – 5, Kolkata – 700 091.
- b. The agency or individual needs to furnish a blueprint for shifting the said articles.
- c. The agency or individual needs to visit the site for evaluation of the articles.
- d. The agency or individual will be responsible for Proper packing, transporting and unpacking including the placement of the materials.
- e. Interested agency or individual will get a chance to have a visit to the site for evaluation of the articles from.....to.....during 11:00 am- 1:30 pm. with valid Entry Pass for maximum of two persons of the interested agency or individual of the organization. Entry Pass to be collected two days before to the actual visit from .....(please insert the name of the section/ concerned person).
- f. The agency or individual needs to submit the copy of the Trade License, PAN Card, GST No. etc essential for business transaction with government agencies.
- g. The agency or individual needs to submit the copy of credentials for commissioning sa homologous nature of works.
- h. All items should be **insured** properly while commissioning the work.
- i. Suggestions of any other steps required for proper shifting (Packing/ Transporting/Unpacking) of materials may also be given.
- j. Any other work related to the shifting exercise.

## INSTRUCTION TO AGENCIES

### 8.0 Submission requirement:

8.1 The Expression of Interest for shifting along with the **Technical Bid and Commercial Bid is to be submitted separately, superscripted on the top of the envelop properly** in the manner prescribed below:-

(All information as detailed below is to be submitted in two hard copies in separately sealed envelopes.)

- a. Applicant's Expression of Interest as per Format-1.
- b. Organizational Contact Details as per Format-2.
- c. Experience of the organization as per Format-3.
- d. List of three (03) experts/ consultants on payroll as per Format-4.
- e. Financial strength of the company as per Format-5.
- f. Additional information as per Format-6.
- g. Declaration as per Format-7.
- h. Power of Attorney in favour of Authorized Signatory with long and short-signatures of Authorized person.
- i. Agency must have its office establishment within the municipal jurisdiction of the Kolkata Corporation.

8.2 EOI documents are available in the website of the Survey [www.ansi.gov.in](http://www.ansi.gov.in) and can be downloaded. The bidders are expected to examine all instructions, forms, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned

in the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

#### 9.0 Duration of Engagement:

The engagement shall only be for shifting (Packing/ Transporting/Unpacking) of materials including delicate museum objects and sophisticated electrical gadgets and office furniture etc. from 2, Ripon Street, Kolkata – 700 016 to EN-7-9, Salt Lake, Sector-5, Kolkata-700091 as early as possible.

#### 10. Qualification Criteria:

Following will be the minimum pre-qualification criteria. Each eligible Agencies should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

Sl. No.	Pre-qualification Criteria	Supporting Compliance document
1.	The applicant shall be a firm/ company/ copy of partnership/ proprietorship firm registered under the Indian Companies Act, 1956 / the Partnership Act, 1932 and who have their registered offices in India and must have an office in Kolkata	Certificate of incorporation and Partnership deed, if any
2.	The firm should be in the business of providing similar services for at least 03 years as of 31.03.2019	Certificate by Company secretary of the Bidder's organization
3.	The Bidder has to be profitable and should not have incurred loss in 3 consecutive Financial Years (FY 2016-17, 2017-18 & 2018-19)	Format – 5 to be certified & validated by Chartered Accountant (CA) of the bidder's Organization.
4.	The Bidder should have an average annual turnover of Rupees Fifteen Lakhs in 3 consecutive Financial Years (FY 2016-17, 2017-18 & 2018-19) from only consultancy Services rendered in India	CA certified document with name of CA registration number, signature and stamp
5.	The Bidder shall have experience of providing: (i). Two similar completed consultancy services to Central Govt. /State Govt./PSUs/Govt. bodies.	Copy of Work Order/ Contract
6.	The firm should have at least 03 full time employees on its pay rolls	Certificate by Statutory Auditor or Company Secretary of the Bidder's organization
7.	The firm should not be blacklisted by any Central Govt. / State Govt. / PSU/ Govt. Bodies	Certificate signed by the Authorised Signatory
8.	PAN No. / Service Tax Registration Certificate	Copy of certificate to be enclosed
9.	Preference will be given to agency having prior experience in shifting of materials for any Central / State Govt. / Govt. Autonomous Bodies.	--
10.	The Bidder must have an office in Kolkata	--

### **11.0 Evaluation Criteria and Method of Evaluation:**

- a. Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- b. EOI will be evaluated for short listing inter alia based on their past experience of handling similar type of project, strength of their man power, financial strength of firm and presentation / proposal to the selection committee whose decision will be final.
- c. Agencies who qualify as per the eligibility conditions will be provided a brief about the Anthropological Survey of India. The agencies will be required to make a presentation to a selection committee showcasing their proposals.
- d. Anthropological Survey of India will take up references and reserves the right to pay due heed to the Bidder's performance elsewhere and any past experience from Anthropological Survey of India.
- e. Financial bids of only short listed agencies (whose presentations are approved by the selection committee) will be opened.

### **12.0 Response:**

- 12.1 Bidders must ensure that their Bid response is submitted as per the formats attached with this document.

Application in sealed cover super scribed, as "Expression of Interest (EOI) for Shifting of Materials including Museum/Fragile/Delicate articles from 2, Ripon Street, Kolkata-700016 to EN-7-9, Salt Lake City, Sector-5, Kolkata-70009

### **13.0 Conflict of Interest:**

- 13.1 Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the bidder to inform Anthropological Survey of India, detailing the conflict in writing as an attachment to this Bid.
- 13.2 Anthropological Survey of India will be the final arbiter in cases of potential conflicts of interest. Failure to notify Anthropological Survey of India of any potential conflict of interest will invalidate any verbal or written agreement.
- 13.3 A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by a person involved in a Bid process.

Are you aware of any conflict of interest between your company and Anthropological Survey of India? Yes/No.

### **14.0 Condition under which EOI is issued:**

The EOI is not an offer and is issued with no commitment. Anthropological Survey of India reserves the right to withdraw EOI and or vary any part thereof at any stage. Anthropological Survey of India further reserves the right to disqualify any bidder, should it be so necessary at any stage.

### **15.0 Last date of submission of EOI:**

The last date of submission of EOI is \_\_\_\_\_

Bid Opening Date & Time is \_\_\_\_\_

## 16.0 FORMATS FOR SUBMISSION

### FORMAT – 1

#### EXPRESSION OF INTEREST

To,

The Director  
Anthropological Survey of India  
27, Jawaharlal Nehru Road  
Kolkata – 700 016

**Sub: Submission of Expression of Interest to undertake Shifting of Materials**

Madam/ Sir,

In response to the Invitation for Expressions of Interest (EOI) published on \_\_\_\_\_ for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes:

1. Organizational Details (Format-2)
2. Experience in related fields (Format-3)
3. List of three (03) experts / consultants on payroll (Format-4)
4. Financial strength of the organization (Format-5)
5. Additional information (Format-6)
6. EMD
7. Sealed Envelope containing financial bid
8. Declaration (Format-7)

Sincerely Yours,

Signature of the applicant

[Full name of applicant]

Stamp.....

Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.



## FORMAT – 2

<b>Organizational Contact Details</b>		
1.	Name of Organization	
2.	Main areas of business	
3.	Type of Organization/ Firm/ Company/ Partnership firm registered under the Indian Companies Act, 1956 / the Partnership Act, 1932	
4.	Whether the firm has been blacklisted by any Central Govt. / State Govt. / PSU/ Govt. Bodies / Autonomous? If yes, details thereof.	
5.	Address of registered office with telephone No. & fax	
6.	Address of office in Kolkata	
7.	Contact Person with telephone No. & e-mail ID	

Enclose:-

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3 above.
3. Undertaking in respect of 4 above.

Signature of the applicant

Full name of the applicant

Stamp

Date

### FORMAT – 3

<b>Experience in Related Fields</b>				
Overview of the past experience of the Organization in all aspects related to Brand Building related				
<b>Sl. No.</b>	<b>Item</b>	<b>Number of Assignments during last 5 years</b>	<b>Order Value of each assignment in lakhs of Rs. (Enclose copy of each order)</b>	<b>Mention the name of Client/ organization (Enclosed completion certificates)</b>
1.	Experience of assignments of similar nature			
1.1	Experience in carrying out similar assignments in Government			
1.2	Experience in carrying out similar assignments in Public sector			
<p>Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” will be final</p> <p style="text-align: right;">Signature of the applicant Full name of the applicant Stamp &amp; Date</p>				

**FORMAT – 4**

<b>List of three (03) employees on payroll</b>				
<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Qualification</b>	<b>Relevant Experience</b>
1.				
2.				
3.				
<p>Signature of the applicant Full name of Applicant Stamp &amp; Date</p>				

## FORMAT – 5

<b>Financial Strength of the Organization</b>						
<b>Sl. No.</b>	<b>Financial Year</b>	<b>Whether profitable? Yes/ No</b>	<b>Annual Net Profit (in Crores of Rs.)</b>	<b>Overall Annual Turnover (in Crores of Rs.)</b>	<b>Annual Turnover from only Consultancy Services rendered in India (in Crores of Rs.)</b>	<b>Average Annual Turnover from only Consultancy Services rendered in India [Average of three consecutive financial years 2009-10, 2010-11 &amp; 2011-12]</b>
1.	2016-17					
2.	2017-18					
3.	2018-19					

Note: Please enclosed auditor's certificate in support of your claim.

Signature of the applicant

Full name of Applicant

Stamp & Date

## FORMAT – 6

### Additional Information

1. List all enclosures related to the previous sections.

Sl. No.	Description	No. of pages

2. Additional information to support the eligibility as per Section 7 (Not more than 2 pages).

Signature of the applicant

Full name of Applicant

Stamp & Date

## FORMAT – 7

### Declaration

I/We hereby confirm that I/we are interested in competing for the Shifting of Materials including delicate museum objects and sophisticated electrical gadgets and office furniture etc. from 2, Ripon Street, Kolkata – 700 016 to EN-7-9, Salt Lake City, Kolkata-700 091

All the information provided herewith is genuine and accurate.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

**Note: The declaration is to be furnished on the letter head of the organization.**

