

Expression of Interest (EOI)

Inviting EOI for auction of 01(One) condemned office vehicle

***Number of vehicle may differ at the discretion of the Competent Authority**

At

**Anthropological Survey of
India, Western Regional Centre
Udaipur-313001.**

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**Anthropological Survey of India
Ministry of
Culture Government of India
Western Regional Centre
Udaipur-313001.**

No.4-10/17-Gen.

Dated.....

INVITATION FOR EXPRESSION OF INTEREST

The Director, Anthropological Survey of India invites Expression of Interest from reputed firms/agencies having experience in auction of old office vehicle.

The eligible firms/ agencies having experience in the above mentioned field may submit the responses after physically visiting the premises mentioned above in sealed envelope in the prescribed proforma available in the website of www.ansi.gov.in.

The last date for submission of EOI alongwith all documents is within 30 (days) from the date of publication of the advertisement in Newspaper.

**Director
Anthropological Survey of India
Kolkata**

Anthropological Survey of India

1.0 Aims & Objectives:

Principle Objectives

- Inviting EOI for auction of 01 (One) of condemned office vehicle at Anthropological Survey of India, Western Regional Centre, Udaipur-313001.
* Number of vehicle may differ at the discretion of the Competent Authority

2.0 EOI Processing Fees

A non-refundable processing fee for Rs.500/- (Rupees Five Hundred 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 within adequate EOI processing fees shall be liable to be rejected.

3.0 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 circumstance 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, 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.

4.0 Scope of Work & Services:

- a. Anthropological Survey of India is seeking reputed agencies or individual which can provide services for Inviting tender for auction of 01 (One) of condemned office vehicle (M & M Jeep, Diesel) Anthropological Survey of India. Details of vehicle is given below:-

Sl.No.	Make & Type of Vehicle	Registration No.	Date of induction in to service	Base Value
1.	Mahindra cdr-750 (Diesel) Jeep 1994	RJ-27C-2534	1994	Rs 30,000/-

*Number of vehicle may differ at the discretion of the Competent Authority

- b. The agency or individual needs to furnish a blueprint for auction of 01no. of condemned office vehicle.
- c. The agency or individual needs to visit the site for evaluation of the articles on as is where is basis.
- d. Interested agency or individual will get a chance to have a visit to the site for evaluation of the articles on to during am- 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 actual visit from (please insert the name of the section/concerned person).
- e. 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.
- f. The agency or individual needs to submit the copy of credentials for commissioning homologous nature of works.
- g. All items should be **insured** properly while commissioning the work.
- h. Last date of submission of BID is within 05:00 PM. Anthropological Survey of India, Western Regional Centre, Pratapnagar, Udaipur-313001.
- i. The work should be completed within 14 days from the date of award of contract.

INSTRUCTION TO AGENCIES

5.0 Submission requirement:

5.1 The Expression of Interest for auction 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) employees on payroll 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 Udaipur Corporation.

5.2 EOI documents are available in the website of the Survey 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.

6.0 Duration of Engagement:-

The engagement shall only be for inviting tender for auction of 01 no of condemned office vehicle at Anthropological Survey of India, WRC, Udaipur as early as possible.

7.0 Qualification Criteria : The bidders having experience in such job and who fulfils all the conditions are eligible.

8.0 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 manpower, 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 preferences and reserve 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 shortlisted agencies (whose presentations are approved by the selection committee) will be opened.

9.0 Response:

9.1 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 Inviting EOI for auction of 01 no condemned office vehicle at Anthropological Survey of India, Western Regional Centre, Udaipur-313001.

10.0 Conflict of Interest:

10.1 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.

10.2 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.

10.3 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.

11.0 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.

12.0 Last date of submission of EOI:

The last date of submission of EOI is...(within 30 days after publication of advertisement in Newspaper.

Bid Opening Date&Time is...(To be decided later).

Sl. No.	Pre-qualificationCriteria	SupportingComplianceDocument
1.	Theapplicantshallbeafirm/company/copyofpartnership/proprietorshipfirmregisteredunder the Indian Companies Act, 1956 / the Partnership Act, 1932 and who have their registered offices in India and must have an office in Udaipur	Certificate of incorporation and Partnership deed, ifany
2.	Thefirmshouldbeinthebusinessofprovidingsimilarservicesforatleast03yearsas of31.03.2019	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 2018-19, 2019-20 & 2020-21)	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 2018-19, 2019-20 & 2020-21) 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 payrolls	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 Udaipur	--

FORMAT-1

EXPRESSION OF INTEREST

To,

The Director
Anthropological Survey of India
Block EN 7-9, Sector V
Salt Lake, Kolkata 700091

Sub: Submission of Expression of Interest to Inviting tender for auction of 01(One)condemned office vehicle at Anthropological Survey of India, Western Regional Centre, Udaipur-313001.

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 letterhead of the organization.

FORMAT-2

OrganizationalContactDetails		
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 Udaipur	
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 above.

Signature of the applicant

Full name of the applicant

Stamp

Date

FORMAT-3

ExperienceinRelatedFields				
Overview of the past experience of the Organization in all aspects related to Brand Building related				
Sl.No.	Item	Number ofAssignmentsduring last 5years	Order Valueofeachassignment inlakhs ofRs.(Enclosecopy of eachorder)	Mention the nameofClient/organization(Enclosedcompletion certificates)
1.	Experience of assignments of similar nature			
1.1	Experience incarrying out similar assignments in Government			
1.2	Experience in carrying out similar assignments in Public sector			
DecisionofEvaluatingCommitteeinascertaining“similarnature”and“similarassignment” will be final				
Signature of the applicant Full name of the applicant Stamp &Date				

FORMAT-4

Listofthree(03)employeesonpayroll				
Sl.No.	Name	Designation	Qualification	Relevant Experience
1.				
2.				
3.				
<p>Signature of the applicantFullnameof Applicant Stamp &Date</p>				

FORMAT-5

Financial Strength of the Organization						
Sl. No.	Financial Year	Whether profitable? Yes/No	Annual Net Profit (in Crores of Rs.)	Overall Annual Turnover (in Crores of Rs.)	Annual Turnover from only Consultancy Services rendered in India (in Crores of Rs.)	Average Annual Turnover from only Consultancy Services rendered in India [Average of three consecutive financial year 2021-2022, 2022-23, 2023-24]
1.	2021-22					
2.	2022-23					
3.	2023-24					

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.ofpages

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

Signature of the
applicant Full name of
Applicant

FORMAT-7

Declaration

I/We hereby confirm that I/we are interested in competing for the inviting EOI for auction of 01 no of condemned office vehicle at Anthropological Survey of India, Western Regional Centre, Udaipur-313001.

All the information provided here with is genuine and accurate.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

Note:1- The declaration is to be furnished on the letter head of the organization.