



**INSTITUTE OF MANAGEMENT CALCUTTA
DIAMOND HARBOUR ROAD
KOLKATA - 700104**

भारतीय प्रबंध संस्थान कलकत्ता
डायमंड हार्बर रोड, कोलकाता

NOTICE INVITING TENDER

FOR

**ENGAGEMENT OF MARKET RESEARCH FIRM FOR
“TRANSLATING AND TRANSCRIBING QUALITATIVE
INTERVIEWS CONDUCTED WITH 200 UNIVERSITY STUDENTS
AND EMPLOYEES WORKING IN ‘STEM’ FIELDS IN INDIA”**

NIT NO: IIMC/MAR-RESEA/2023-24

NIT DATE: 03 November 2023

NOTICE INVITING TENDER

NIT REFERENCE NO AND DATE: NIT NO: IIMC/MAR-RESEA/2023-24 dated 03 November 2023
For “ENGAGEMENT OF MARKET RESEARCH FIRM FOR “TRANSLATING AND TRANSCRIBING QUALITATIVE INTERVIEWS CONDUCTED WITH 200 UNIVERSITY STUDENTS AND EMPLOYEES WORKING IN ‘STEM’ FIELDS IN INDIA”.

Tender Information Summary (TIS)			
1. Basic Tender Details			
Tender Title	ENGAGEMENT OF MARKET RESEARCH FIRM FOR “TRANSLATING AND TRANSCRIBING QUALITATIVE INTERVIEWS CONDUCTED WITH 200 UNIVERSITY STUDENTS AND EMPLOYEES WORKING IN ‘STEM’ FIELDS IN INDIA”		
Tender Ref.	IIMC/NIT/MAR-RESEA/2023-24 DATE 03 November 2023		
Tender Type	Single Tender Enquiry – Domestic	Form of Contract	Item Rate
Tender Category	Services	No. of Covers	One
Bidding System	Single Stage Single Envelope	e-Reverse Auction to be held after Financial bid opening	No
Procuring Organisation	Indian Institute of Management Calcutta	Procuring Entity	The Director Indian Institute of Management Calcutta
Tender Inviting Authority (TIA)	Senior Administrative Officer (Purchase)	Address	Diamond Harbour Road, Joka, Kolkata, West Bengal - 700104
Appointing Authority for Arbitration	Director, IIM Calcutta		
2. Requirement Details			
Evaluation Basis	As per terms and conditions of contracts and Rules of Govt. of India	Part quotation allowed or not	Not Allowed
Inspection Type	Final and On Site	Inspection Agency	IIM Calcutta
Inspection Schedule	After completion of total work and before making payment		
Item Details	As per Schedule of Requirement	Quantity and Units	As per Schedule of Requirement
Indicative HSN Code	Item wise	Consignee/ State	IIM Calcutta, Kolkata/ West Bengal
Terms of Delivery	As per Tender Document	Completion date of Delivery	As per Tender Document
3. Critical Dates			
Published Date	03 November 2023 1645 hours	Bid Validity (Days from the date of Tender Opening) – ITB-clause9.3	75 days from the date of opening of Bid
Document Download Start Date & Time	03 November 2023 1645 hours	Document Download End Date & Time	08 November 2023 1100 Hrs.
Clarification Start Date & Time	03 November 2023 1645 hours	Clarification End Date & Time	08 November 2023 1100 Hrs.
Bid Submission Start Date & Time	03 November 2023 1645 hours	Bid Submission Closing Date & Time	08 November 2023 1100 Hrs.
Tender Opening (Techno commercial Bid) Date & Time	08 November 2023 1100 hours	Tender Opening (Financial bid) Date & Time	Not Applicable.

NOTICE INVITING TENDER

NIT REFERENCE NO AND DATE: NIT NO: IIMC/MAR-RESEA/2023-24 dated 03 November 2023
For "ENGAGEMENT OF MARKET RESEARCH FIRM FOR "TRANSLATING AND TRANSCRIBING QUALITATIVE INTERVIEWS CONDUCTED WITH 200 UNIVERSITY STUDENTS AND EMPLOYEES WORKING IN 'STEM' FIELDS IN INDIA".

4. Eligibility to Participate		
Is this item reserved for exclusive Procurement from MSEs	No	
Nature of Bidders eligible – OEMs/ Dealers authorised by OEMs	Not Applicable	
Entities from countries not eligible to participate on reciprocal basis	Not Applicable	
Minimum local content for eligibility to participate	Not Applicable	
Classes of Local Suppliers eligible to participate	Not Applicable	
Mandatory Joint venture with Indian Company	Not applicable	
5. Obtaining the Tender Document and clarifications		
e-publishing Portal and helpdesk for Document availability and submission	https://epublish.gov.in/epublish/app www.iimcal.ac.in under Information/ Tender Tab	[0120-4001 002; 0120-4001 005; 0120-6277 787 or support-epublish@nic.in]
Cost of Tender Document (INR)	Not Applicable	
Office/ Contact Person/ email for clarifications	Purchase Department/ Administrative Officer (Purchase)/ao_purchase@iimcal.ac.in	
6. Pre-bid Conference / Meeting		
Pre-bid Conference applicable or not	NO	
Place, time, and date of the Pre-bid Conference	N/A	
Place, time, and date before which Written queries for the Pre-bid conference must be received.		
Place, time, and date before which registration of participants for the Pre-bid conference must be received.		
7. Preparation and Submission and Opening of Bids		
Bids to be Addressed to	Senior Administrative Officer (Purchase) Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata, West Bengal - 700104	
Instructions for Online bid Submission	Not Applicable	
Tender Opening Place	At the conference room of Senior Administrative Officer (Purchase)	
Alternate Bids allowed or not	No	
8. Physical submission of Originals/ Self-attested copies of Originals of Scanned Documents uploaded		
Physical documents required/ permitted to be submitted	YES	
If Yes, List of Documents to be submitted physically	As per Tender Document	
Deadline for physical submission of originals/ self-attested copies of Originals of uploaded scanned documents	As per Tender Document	
Address of Physical Submission of Originals	Senior Administrative Officer (Purchase) Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata, West Bengal - 700104	

NOTICE INVITING TENDER

NIT REFERENCE NO AND DATE: NIT NO: IIMC/MAR-RESEA/2023-24 dated 03 November 2023
For ***“ENGAGEMENT OF MARKET RESEARCH FIRM FOR “TRANSLATING AND TRANSCRIBING QUALITATIVE INTERVIEWS CONDUCTED WITH 200 UNIVERSITY STUDENTS AND EMPLOYEES WORKING IN ‘STEM’ FIELDS IN INDIA”.***

9. Documents relating to Bid Security and Performance Security			
Bid Security	Bid Security Declaration Certificate.	Form of Security and To whom to be addressed	Acct Payee DD/ FDR/ Bankers Cheque/ Bank Guarantee from any Indian Commercial Banks in favour of “Indian Institute of Management Calcutta” payable at Kolkata.
Performance Security and Validity	5% of the contract Value. 60 days beyond the date of completion of all contractual obligations including Warranty obligations (if any).	Form of Security and To whom to be addressed	
10. Additional Clauses			
Integrity Pact to be Signed and Submitted along with bid	Not Applicable	Independent External Monitor, Name and Contact Details	No
Price Variation Clause	No		
Quantity Splitting/ Parallel Orders	NO	If Yes, Ratio of Distribution among L-1 and others	NA

