

# **JIWAJI UNIVERSITY, GWALIOR**

**No./Store/2020/**

**Date 19.02.2020**

## **// NOTICE //**

### **1. Expression of interest (EOI) for selection of consultancy firms/individuals for preparation of Tender documents.**

### **2. Expression of Interest for IT Experts/Consultant**

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 and one Expert/Consultant for IT. The EOI details can be downloaded from the University website [www.jiwaji.edu](http://www.jiwaji.edu). The general terms and conditions, eligibility conditions and Terms of Reference (TOR) can also be viewed on the University website. Last date for submission of EOI is 05.03.2020.

**Registrar**

# **JIWAJI UNIVERSITY, GWALIOR**

## **Annexure- I**

### **Instruction for submission of EOI**

1. This expression of interest is being invited from the consultancy firms/ 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 05. 03.2020.
4. On the basis of submitted EOI, short listed eligible consultants/firms will be invited to submit proposal for services required.
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 applications shall be liable to rejections.
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 2016-17 to 2018-19.
2. The consultant should have at least three (03) years of experience in preparation of tender document, preferably e-tender documents in any Government Departments.

## **Annexure - III**

### **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 under, 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. Any legal complexity arising out of ill-drafted tender document shall be the sole responsibility of the consultant.
- v. Basic requirement of the product procure shall be provided by the university.

### **Scope of Work (IT Consultant)**

To give opinions related to all IT (Information Technology) work of University.

For example:

1. Providing network security
2. Implementation of new technologies
3. Training staff to use new systems
4. Installing, repairing software
5. Provide solutions to technical problems.

**Note :-** The consultant can be contacted to the Registrar, Jiwaji University, Gwalior (during official working hours) regarding any information related to the work.