



**INVITATION OF
EXPRESSION OF INTEREST
TO PROVIDE CONSULTANCY IN THE
MATTER OF
SPACE PLANNING & MANAGEMENT,
LAYOUT AND DESIGN INCLUDING
PREPARATION OF A MULTIMEDIA
PRESENTATION WITH 3D EFFECT
FOR ABOUT 70, 000 SQ. FT. AREA OF
NEWLY CONSTRUCTED OFFICE –
CUM – GUEST HOUSE OF
DIRECT TAXES REGIONAL TRAINING
INSTITUTE, KOLKATA,
INCOME TAX DEPARTMENT,
GOVERNMENT OF INDIA**

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IMPORTANT DATES

ISSUE OF THIS EXPRESSION OF INTEREST: **11 DECEMBER, 2009**

SUBMISSION OF EOI: ON OR BEFORE 15.00 HRS OF **15th JANUARY, 2010**

DECISION ON EOI: 15.30 HRS OF **18th JANUARY, 2010**

MODE OF SUBMISSION OF EOI

1. BY REGISTERED POST OR
2. BY SPEEDPOST OR
3. BY COURIER OR
4. BY HAND OR
5. BY E-MAIL

OFFICERS TO BE CONTACTED FOR ALL CLARIFICATIONS / CORRESPONDENCE:

SMT. SARITA MISHRA KOLHE ADDITIONAL DIRECTOR OF INCOME TAX DIRECT TAXES REGIONAL TRAINING INSTITUTE 16B; ROWLAND ROAD KOLKATA – 700020 MOBILE: 9830077434 TELE FAX: 033-24765982 E-MAIL: saritamishrakolhe@yahoo.com	SRI SANJAY MUKHERJEE DEPUTY DIRECTOR OF INCOME TAX DIRECT TAXES REGIONAL TRAINING INSTITUTE 16B; ROWLAND ROAD KOLKATA – 700020 MOBILE: 9831298674 TELE FAX: 033-24767124 E-MAIL: sanmuk4965@gmail.com OR dtrtikolkata@gmail.com	SRI SYAMAL DATTA DEPUTY DIRECTOR OF INCOME TAX DIRECT TAXES REGIONAL TRAINING INSTITUTE 16B; ROWLAND ROAD KOLKATA – 700020 MOBILE: 8013441942 TELE FAX: 033-24767127 E-MAIL: syamaldatta2009@gmail.com OR dtrtikolkata@gmail.com
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1. OBJECTIVE OF THE REQUEST FOR EXPRESSION OF INTEREST

- 1.1.** Identify organisations that are willing to provide consultancy in the matter of space planning & management, layout and design including preparation of a multimedia presentation with 3D effect to visualize the ideas provided in the matter of about 70, 000 sq. ft. newly constructed space of office – cum – guest house of Direct Taxes Regional Training Institute, Kolkata, which provides training to the officers and staff members of Income Tax Department.

2. SCOPE OF WORK

- 2.1.** The newly constructed property will have Office rooms, Officers' / Faculty Chambers, Library, Canteen, Guest house, Lounge, Recreation area and state-of-the-art Lecture halls and Computer labs.
- 2.2.** The ideas should be implementable, innovative, cost effective and scalable. These should provide optimum facility management & functionality with stakeholder-comfort and appropriately communicative of the Institutional identity of the client organization, i.e., DTRTI, Kolkata.
- 2.3.** The ideas should be applied to interpret client's needs and formulation of design parameters leading to architectural solutions and also maximum integration of existing furniture & fixtures and equipments to the new designs and set-up.
- 2.4.** The ideas should be reflective of the best practices in the areas of space management, interiors, functionality, comfort of stakeholders and environmental compliances implemented in the best educational and training institutes as well as offices and guest houses of the country.
- 2.5.** The work must be done by the consultant after visit to the site at Shantipally, Near Ruby General Hospital, Eastern Metropolitan Bypass, Kolkata, inspection and study of the premise and interaction with any one or more of the three designated officers (officers to be contacted as stated earlier) of the client organization, i.e., DTRTI, Kolkata, from time to time to familiarize with their ideas and vision and also sharing the consultant's views and visions.

- 2.6.** This work has to be completed by submission of consultancy report in 2 (two) copies in hard copy in the form of a multi-colour brochure accompanied by a soft copy in CD thereof AND another CD/ DVD of the preparation of a multimedia presentation with 3D effect, so that the stakeholders can visualize the ideas in the consultancy report by viewing the video graphic representation, **within 30 (thirty) days after receiving the award of the work. If 30th day is holiday, such date shall be extended to the next working day.**
- 2.7.** This work is only for consultancy on the above matter and does not construe, in any manner whatsoever, any assurance or guarantee of award of the actual work even if bid for the present consultancy work furnished by any one is accepted. The work of execution of the ideas received in the present “Expression of Interest (EOI)” will be finalized through a separate tendering process.

3. HOW TO EXPRESS INTEREST

- 3.1.** Organisations willing to express interest for the above mentioned work shall express their interest individually by detailing the following:

3.1.1. Technical Bid:

- a.** Company profile
- b.** Annual report and Audited Balance sheet for the last three years
- c.** Similar projects implemented clearly identifying relevance to the EOI objectives mentioned in Paragraph 2 hereinabove
- d.** Reference list of a few similar works particularly in training and educational institutes, offices and guest houses
- e.** Current major work in progress
- f.** Technology Options as well as technically competent manpower available to you to implement the job and your tentative approach to realization of the job mentioned in the EOI
- g.** Detailed Implementation scheme / implementation methodology are to be specified

3.1.2. Financial Bid – Amount of consideration for the above mentioned job of consultancy to be mentioned in the financial bid

- a.** No running bill will be paid and full consideration for the work will be paid only after completion of the work
- b.** The technical bid and financial bid will be put inside separate envelopes super scribed with the word, “Technical Bid” and “Financial Bid” as the case

may be and will be sealed by the bidding consultant. These two bids will be put inside a common envelope which will be super scribed with the words “EXPRESSION OF INTEREST” and sent to the following address:

THE COMMISSIONER OF INCOME TAX,
DIRECT TAXES REGIONAL TRAINING INSTITUTE,
16B; ROWLAND ROAD,
KOLKATA – 700020.

4. DECISIONS OF EOI

- 4.1.** The consultant will be short listed solely at the discretion of the Commissioner of Income Tax, Direct Taxes Regional Training Institute, Kolkata on the basis of Financial and Technical Bid
- 4.2.** However, mere filing of lowest financial bid shall not entitle any bidder to be awarded the work
- 4.3.** The decision of the Commissioner of Income Tax, DTRTI, Kolkata in the matter of selection of EOI shall be binding
- 4.4.** However, disputes, if any, shall be subject to jurisdiction of courts of law situated at Kolkata only
- 4.5.** The decision on selection of EOI shall be communicated to the selected consultant by Speed post and e-mail within 20/1/2010.
- 4.6.** The selected consultant shall have to communicate his acceptance so as to reach the client organization, i.e, DTRTI, Kolkata within 30/1/2010.
- 4.7.** The Commissioner of Income Tax, DTRTI, Kolkata, reserves the right to select/ cancel/ overlook any of the proposals received without assigning any reasons.

Sd

(SARITA MISHRA KOLHE)
Additional Director of Income Tax
For Commissioner of Income Tax
Direct Taxes Regional Training Institute, Kolkata