

Expression of Interest (EOI)



Indian Institute of Technology, Kanpur

Kalyanpur, Kanpur, Uttar Pradesh – 208016

(An Autonomous Institution, Ministry of Education)

Technical Content Creation, Design, and Provisioning of Summit Publications of IWIS & CITIS 2024

Ref No.: IITK/CGRB/EOI/2024-25/005

Project/Department

Centre for Ganga River Basin Management and Studies
(cGanga, IIT Kanpur)

Contact Person:

For Technical Query:

Dr Purnendu Bose

Email: pbose@iitk.ac.in/pmc@cganga.org

Tel: 0512-259-7403/7792

For Commercial Query:

Purchase Unit (Central Stores)

Email: purchase@iitk.ac.in

Tel: 0512-259-7214

Chapter – 1

Introduction

Centre for Ganga River Basin Management and Studies (cGanga), Indian Institute of Technology Kanpur 208016, UP, India, an Autonomous Institution, Ministry of Education (Ministry of Education, Government of India) invites sealed Expression of Interest (EOI) form leading, reputed, professionally & financially sound and duly registered companies / agencies / organizations with a proven track record and having capabilities for **“Technical Content Creation, Design, and Provisioning of Summit Publications of IWIS & CITIS 2024”**

Chapter – 2

General Instructions for Bidders

1. The Expression of Interest requires submission of a detailed solution, Technical Requirements, Specifications, and Budgetary quote for **“Technical Content Creation, Design, and Provisioning of Summit Publications of IWIS & CITIS 2024”**.
2. A Pre-EOI Meeting (for any clarification on the proposed work) will be held on **9/11/2024 at 14:00 Hrs.** before the end date of EOI submission at the premises of **cGanga, WL-116, Environmental Engineering Lab, Western Laboratories, IIT Kanpur, Kanpur-208016 UP India** for technical discussion/queries related to the requirement. Further clarification (if any) regarding any aspect of the EOI (if any) will be provided to the bidders consequently. Only the queries received on or within the date prior to the Pre-EOI meeting will be entertained and answered. All such clarifications, together with all details on which the clarification had been sought will be uploaded on the **GeM-CPP** Portal and on the IIT Kanpur website.

Such clarifications shall form part of the EOI document. Bidder can send their queries to:

For technical:

Dr Purnendu Bose

Email: pbose@iitk.ac.in, pmc@cganga.org

Tel: +91-512-259-7792

For commercial:

Purchase Unit

Email: purchase@iitk.ac.in

Tel: +91-512-259-7214

The representatives of the interested parties (restricted to two persons) may attend the Pre-EOI meeting and conduct site survey at their own cost.

3. **Eligibility Criteria:** **cGanga, IIT Kanpur** has set up minimum eligibility criteria for the bidding purpose. All the interested parties must meet the criteria mentioned at Chapter 4, before they apply for the EOI. The bidding parties meeting the criteria must enclose their supporting documents along with their technical proposal and budgetary quote failing which their proposal will be summarily rejected and will not be considered any further.
4. **Submission of EOI:** **cGanga, IIT Kanpur** invites EOI (Technical Offer). The Technical Offer/Proposal shall include the proposed Bid of material and services on the basis of turnkey project. All the items /products/solutions required for the project should be suggested and included in the Bill of Material and Services. The complete EOI shall be submitted within the stipulated date & time. No opportunity shall be given to the participant to withdraw any offer at any stage after the submission of the proposal.

5. The EOI document can be downloaded from the Gem-CPP Portal ([URL: https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)). Besides EOI document reference can also be seen on the IIT Kanpur website (<https://www.iitk.ac.in/tenders/>). Prospective Bidders who have not enrolled/registered with the aforesaid Portal shall have to enroll/register for participation
6. Any incomplete EOI received shall not be considered and will be summarily rejected in the very first instance without any recourse to the Bidder and shall not be evaluated. All entries in the EOI should be legible and field clearly, otherwise the proposal is likely to be rejected. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. The cuttings, if any, must be initialed by the authorized signatory.
7. **Period of validity of EOI:** The proposal shall remain valid till 90 days from the date of opening of EOI in exceptional circumstances, **cGanga, IIT Kanpur** ask for extending the period of validity and such a request shall be binding on bidders. IIT Kanpur's request and the response to such a request by various bidders shall be in writing.
8. **Evaluation of EOI and call for presentation:** After the opening of the proposal the **cGanga, IIT Kanpur** will examine the credentials of the firms based on the submitted documents as per the eligibility criteria detailed in an Annexure T-I and other eligibility criteria as mentioned in GeM Bid document to shortlist the vendors in case the center decides to see further information clarification the same shall be provided by the Bidder.
9. After evaluation of the eligibility criteria, the shortlisted vendors will be required to make a focus presentation on the company expertise and experience in the relevant field products and services with the proposed solution to the technical committee of **cGanga, IIT Kanpur**. The date of the presentation will be informed to the shortlisted vendors in advance.
10. Following the presentations based on the proposed acceptable solutions to the **cGanga, IIT Kanpur** will finalize the actual requirement along with specification and cost implications and then a tender enquiry with two covers technical and financial BOQ will be floated on GeM-CPP Portal for (Support Services for Pilot on River Health Monitoring)
11. It must be noted that this EOI is published for obtaining technical offer for **“Technical Content Creation, Design, and Provisioning of Summit Publications of IWIS & CITIS 2024”**. However, this EOI has been published without any financial commitment (Non-committal EOI).
12. The competent authority of **cGanga, IIT Kanpur** is not bound to accept the EOI if any technical discrepancies are found in the EOI. However, it reserves the right to accept/reject the EOI and the decision of the authority in this regard shall be final and binding on the Bidder.
13. Participation in EOI will not be considered as a qualification of the bidder in regular tender inquiry to be published later.
14. **Amendment of Bid Document:** At any time prior to the deadline for submission of proposals, **cGanga, IIT Kanpur** reserves the right to add/modify/delete any portion of this document by issuance of a Corrigendum, which would be published on the IIT Kanpur website and GeM Portal. The corrigendum shall be binding on all bidders and will form part of the bid documents.
15. **Right to reject any or all bids:** The Competent authority of **cGanga, IIT Kanpur** reserves the right to reject any bid and to annul the bidding process and reject all bids at any time or discontinue this EOI process without assigning any reason. At any time any effort by a Bidder or bidder's agent/ consultant

or representative whosoever describe to influence the (department) IIT Kanpur/ in anyway concerning scrutiny/ consideration/ evaluation of the bid shall entail rejection of the bid.

16. **Resolution of Disputes:** The Parties shall use their best efforts to negotiate and amicably settle any disputes, controversies, or claims arising out of, or in connection with, the Contract / Purchase Order or its interpretation. If the Parties fail to settle the dispute amicably within thirty (30) Days of the commencement of the negotiations, the dispute shall be settled through arbitration. One (1) sole arbitrator shall be appointed by the Director of IITK, who shall have full powers to make final and binding decisions subject to prevailing laws of India. The appointing authority shall be the Director of IITK. The place of arbitration shall be at Kanpur and the language used in the arbitration proceedings shall be English.
18. **Clarifications-**If deemed necessary, **cGanga, IIT Kanpur** may seek clarifications on any aspect from the participating agency **cGanga, IIT Kanpur** will ask the EoI Participants to make a presentation for the purpose of clarification of the tender. All expenses for this purpose, as also for the preparation of documents and other meetings, will be borne by the prospective bidders.
19. **Presentation of solution-**The detail and in depth presentation of the solution proposed in EoI will be done as such the prospective bidder should provide an extensive solution understanding of the project. The presentation should contain all the points mentioned in the proposed solution. The presentations may be used in the EoI to select the best of available solution(s) for **cGanga, IIT Kanpur** project.
20. **RTI applicability-**The information submitted in the response to the EoI may be subjected to public release (As per RTI norms). Vendors responding to this notice assume the risk of public disclosure if confidential information is included.
21. **Disclaimer -**The EoI does not constitute a commitment to offer of a Contract or prospective contract. **cGanga, IIT Kanpur** shall not be liable for any cost incurred by any potential vendor / service provider in preparation and submission of information in response to this EoI.

Authorized Signatory (signature in full): _____

Name and Title of Signatory: _____

Company Rubber Stamp: _____

Chapter – 3

Objective of EOI

The objective of this Expression of Interest (EOI) is:

The Centre for Ganga River Basin Management and Studies (cGanga) at the Indian Institute of Technology Kanpur (IIT Kanpur) is seeking expressions of interest (EOI) from qualified and experienced firms for a turnkey project encompassing content development, design, and production of high-quality technical reports and conference materials for the upcoming 9th India Water Impact Summit (IWIS) 2024. This summit, organized annually, is a key event in advancing the research, policies, and practices essential to river basin management and sustainable water resources in India. The appointed firm will play a critical role in producing professional-grade materials that represent the technical rigor and national significance of this initiative.

Project Scope and Requirements

The selected firm will be responsible for end-to-end project management, handling all stages from conceptualization to final delivery. The specific responsibilities include:

- **Technical Content Development:** Creation of scientifically accurate and contextually relevant content, including report sections such as introductions, methodologies, data analyses, findings, and conclusions, based on raw data and inputs provided by the cGanga Technical Team.
- **Graphic Design and Data Visualization:** Design and integration of high-quality visual elements such as charts, graphs, maps, infographics, and diagrams to effectively communicate complex data and insights. This will require expertise in technical visualization software, including ArcGIS and other graphic design tools.
- **Report Structuring and Layout Design:** Structuring content into well-organized, visually engaging reports, aligning with IIT Kanpur's quality and branding guidelines. Reports will include multi-chapter documents, river atlases, project briefs, and other summit materials, formatted for readability and impact.
- **Digital and Physical Production of Materials:** The firm will deliver professional-quality materials in both physical and digital formats, ensuring that all elements meet the standards required by IIT Kanpur and are ready for distribution at the event.

Chapter – 4 General Eligibility

Firms applying for this EOI must demonstrate:

1. **Technical Expertise:** Proficiency in technical report writing, content structuring, and scientific communication, with experience in the environmental, water resources, or related sectors.
2. **Operational Capacity:** Established infrastructure and personnel to manage large-scale content development, design, and production operations. If another firm is associated with any part of the scope of work, a copy of the agreement with that firm should be included.
3. **Skilled Manpower:** Availability of qualified technical personnel with expertise in content creation, data visualization, and graphic design. The firm must submit CVs of key team members, showcasing their experience in similar projects.

Evaluation Criteria

S No.	Criteria Description	Weightage (%)
1	Technical Expertise Proven experience in technical content creation, scientific writing, and report production, specifically in environmental or water resource sectors. Evidence of past projects or client references required.	25%
2	Operational Capacity Demonstrated ability to manage large-scale, end-to-end projects, from content creation to final deliverable. Includes infrastructure and resource capability for a turnkey project.	20%
3	Team Qualifications Availability of technically qualified staff with relevant expertise in content creation, data visualization, and graphic design. Submission of CVs for key personnel required.	30%
4	Project Approach and Methodology Proposed approach to meet the scope of work, including project management methodology, timeline adherence, and client collaboration. Detailed project plan submission required.	25%

Please note: All bidders who secure the 60% or more weightage/marks will be shortlisted.

Detailed Description of work:

The selected firm will be responsible for preparing high-quality content by processing, analyzing, and enhancing raw data and information provided by the cGanga Technical Team. The cGanga team will furnish data only in raw formats, including but not limited to MS Excel files, ArcGIS data layers, and MS Word documents.

Due to the time-sensitive nature of this work, the firm's technical team may be required to coordinate closely with the cGanga team on-site in Delhi to ensure timely completion and

adherence to quality standards. This collaborative approach is intended to streamline communication, facilitate quick feedback loops, and allow for the seamless integration of expert input from both teams.

1. Content Development

- **Data Analysis and Interpretation:**
 - Review, interpret, and organize raw data supplied by the cGanga Technical Team. Data will be provided in formats such as MS Excel, ArcGIS, and MS Word documents.
 - Ensure accuracy and clarity in interpreting quantitative data, environmental metrics, and spatial information, making complex data accessible to a broad audience.
- **Content Structuring and Drafting:**
 - Develop structured, coherent narratives that accurately reflect the provided raw data and align with the thematic goals of IWIS 2024.
 - Write clear, concise, and technically accurate content suitable for professional reports, ensuring alignment with the guidelines and tone specified by IIT Kanpur and cGanga.
- **Report Writing and Editing:**
 - Produce well-crafted written sections that may include introductions, executive summaries, methodology, analysis, and conclusions as needed.
 - Conduct rigorous proofreading and editing to ensure language accuracy, consistency, and adherence to scientific and technical standards.

2. Visual Design and Layout

- **Design of Graphical Elements:**
 - Develop custom, high-quality visualizations, including charts, graphs, infographics, and illustrative diagrams, based on raw data. These elements should enhance comprehension of technical information and present data clearly and visually engagingly.
 - Create maps and geospatial representations using ArcGIS data as required, ensuring accurate and professional cartographic standards.
- **High-Resolution Image Procurement and Integration:**
 - Source and, if necessary, purchase high-resolution images, photographs, and additional graphical elements to complement the text and enhance visual appeal.
 - All associated costs for procuring external visual assets should be included in the financial bid.
- **Design and Layout of Reports and Documents:**

- Develop an aesthetically pleasing and functional layout for all reports and publications, ensuring that each document is easy to navigate and professionally formatted.
- Ensure consistency in typography, color schemes, and branding elements in accordance with IIT Kanpur and IWIS 2024 guidelines.
- **Pre-Press Preparation and Proofing:**
 - Prepare print-ready files in accordance with specifications, ensuring optimal color accuracy, print quality, and resolution.
 - Coordinate proofing sessions with the cGanga Technical Team to confirm that final documents are accurate and meet quality standards before proceeding to full-scale printing.
- **High-Quality Digital Printing:**
 - Print all reports, documents, and conference materials in four-color digital format with high-resolution images and graphics.
 - Ensure durable binding and consistent quality across all printed materials, providing a polished and professional appearance.

3. Delivery and Timeliness

- **Coordination with cGanga Team:**
 - Work closely with the cGanga Technical Team, particularly if in-person collaboration in Delhi is required, to ensure alignment on project objectives, timelines, and quality standards.
 - Establish a regular feedback and review process to enable real-time adjustments and maintain high standards for accuracy and quality.
- **Timely Submission of Deliverables:**
 - All deliverables must be completed and delivered to the designated location within **7 days** of receiving final text, graphics, and data from the cGanga Technical Team.
 - Ensure that all digital and physical copies are submitted on time and adhere to the quality benchmarks specified in the contract.
 - All material must be delivered to the following address within the stipulated timeline:
cGanga Outreach Office, National Mission for Clean Ganga, Major Dhyan Chand National Stadium, India Gate, New Delhi

4. Reference for Scope and Volume of Work

To provide clarity on the scale and nature of work involved, the following list outlines the estimated specifications for each item/report. The quantities and page counts are projections intended to aid in evaluating resource allocation and production requirements:

S No	Item	Estimated No. of pages (Size: A4) ± 4	Qty / No. of Copies
1	Participant Badges (conference printed lanyards with pouch etc)	-	500
2	IWIS Flyer / Brochure	24	250
3	IWIS Pre-proceeding	100	500
4	River Atlas- 1	200	50
5	River Atlas- 2	200	50
6	River Atlas- 3	200	50
7	River Atlas- 4	200	50
8	River Atlas- 5	200	50
9	River Atlas- 6	200	50
10	River Atlas- 7	200	50
11	River Atlas- 8	250	50
12	cGanga Report	250	50
13	Pragyambu (02 issues)	08	500

Chapter – 5

Submission of EOI Response

1. EOI Response Format

The Prospective Bidder/Service Provider should submit response to the EOI on <https://iitk.ac.in> and also submit the hard copy of the same on the date of presentation with the following information:

- a. The covering letter on the Official Letter Head
- b. Technical Bid- Pre-qualification Criteria (Annexure – I to V)

The EOI should be accompanied by the following information:

- Capability Statement
 - ✓ A document not exceeding two pages.
- Understanding of the Assignment
 - ✓ A brief write-up addressing the scope of work outlined above.
- Company/Organization Profile
 - ✓ Details of current activities and management structure.
- Past Experience in conducting similar works
 - ✓ Copy of Work Orders of similar works rendered by the firm to government/non-governmental/private organizations.
- Evidence of Incorporation
- The company must give an undertaking that no part of the information (including any report/presentation) or any outcome of the project will be used or shared by the firm except for and with cGanga.

2. EOI Schedule of Events

The EOI Participants are requested to note that dates mentioned in the schedule of events IIT Kanpur reserves rights to modify these dates at any time.

S No	Event	Timeline
1	Publication of Expression of Interest (EOI)	November 7, 2024*
2	End Date of submission of Expression of Interest (EOI)	November 16, 2024
3	Opening of Expression of Interest (EOI)	November 18, 2024
4	Presentation, Submission of Documents and Discussion with the Prospective Bidder/Service Provider	November 11, 2024 (Date and Time of Presentation and Discussion with the prospective Bidder/Service Provider will be communicated after opening of EOI.)

*To = Date of Publication on GeM-CPP Portal

Indenter Details:

Email ID: pbose@iitk.ac.in

Phone Number: **0512-259-7792**

Place of Presentation and Discussion with the Prospective Bidder/Service Provider:

IIT Kanpur – 208016, Uttar Pradesh, India

Submission of Documents: **To be done online.**

Chapter – 6

Terms and Conditions of Bidding Firms

- The EOI Participations should accept all the terms and conditions given in the EOI Document. EOI Participants must state categorically whether or not the offer conforms to requirement and schedule of requirements and indicate deviations.
- The eligible and interested vendors may upload the detailed response with EOI in the prescribed format on or before the above prescribed date.
- Response to the EOI from the respondents should be uploaded through GeM-CPP Portal. Respondents should provide one (1) hard copy of document at the time of presentation.
- All information contained herein and the enclosures are confidential information. By accepting this material, the recipient agrees that the information will be held in confidence and will not be reproduced, disclosed or used in whole or in part without prior permission of Indian Institute of Technology Kanpur.
- During evaluation and finalization of the EOI, Indian Institute of Technology Kanpur may at its discretion ask the Prospective Bidder/Service Provider for any clarification on its EOI. The request for clarification and the response shall be through e-mail.
- This EOI is non-commercial.
- Notwithstanding anything contained in any of the clauses in this EOI, Indian Institute of Technology Kanpur reserve it's right to accept or reject any EOI and to annul each or all the EOI processes and reject all the EOI at any time without thereby incurring any liability to the effective Prospective Bidder/ provider or any obligation to inform the affected vendor or vendors of the grounds of Indian Institute Technology Kanpur's action.
- Any assumptions made by the Bidder in response of this request for EOI will be their own risk and cost. Indian Institute of Technology Kanpur will not be liable for any such assumptions/representations made by the vendors.
- The budgetary estimates provided are only indicative of the assessment of current market prices and are not binding on IIT Kanpur.

Chapter – 7
Indian Institute of Technology, Kanpur
Centre for Ganga River Basin Management and Studies
EOI No Ref. No. IITK/CGRB/EOI/2024-25/005

Annexure T-I

Technical Bid- Pre-qualification Criteria (Annexure I to VI)
Checklist for Technical Bid

Mention Page Numbers

Sr. No.	Pre-qualification criteria	Documents to be provided	Attached (Y/N)	Page No.
1.	The prospective Bidder shall be an Indian entity registered and operating in India under the appropriate Laws of India.	Registration Certificate of Business		
2.	Bidder must have GST registration certificate issued by competent authority	Attested copy of registration certificate.		
3.	Bidder must have PAN/TAN/GIR card	Attested copy of PAN/GIR/TAN card		
4.	Bidder's Details	Annexure I [On the letterhead of the Bidder]		
5.	Declaration of Bidder	Annexure II [On the letterhead of the Bidder]		
6.	Declaration of blacklisting/non-blacklisting	Annexure III [On the letterhead of the Bidder]		
7.	Financial Capability of Bidder	Annexure IV [On the letterhead of the Bidder]		
8.	Details of Firm's Experience of similar services	Annexure V [On the letterhead of the Bidder]		
9.	OEM's Authorization Form	---		

The bidder is required to submit the self-attested photocopies of the following documents along with the Technical Offer/Proposal, failing which their bids may be summarily/out rightly rejected and may not be considered:

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Indian Institute of Technology, Kanpur
Centre for Ganga River Basin Management and Studies
EOI No Ref. No. IITK/CGRB/EOI/2024-25/005

Annexure I

Bidder's Details
(On the letter head of the Bidder)

1	Name of the Firm/ Company		
2	Offered Service/Product Name, Make and Model		
3	Name and Designation of Authorised Signatory		
4	Office Address of the Firm / Communication Address:		
5	Phone No/Mobile No:		
6	E-Mail ID:		
7	GST registration Number:		
8	PAN Number:		
9	Firm's Bank Account details	Bank Account No.:	
		Name of the Bank:	
		IFS Code No.:	
		Name of Branch:	
Particular Details of the Bidders Representative			
10	Contact Person: Mobile No:	Name of Person:	
		Designation:	
		Tele/Mobile No:	
		Email ID:	

Authorized Signatory (signature in full): _____

Name and Title of Signatory: _____

Company Rubber Stamp: _____

Indian Institute of Technology, Kanpur
Centre for Ganga River Basin Management and Studies
EOI No Ref. No. IITK/CGRB/EOI/2024-25/005

Annexure III

CERTIFICATE
DECLARATION REGARDING BLACKLISTING/NON-BLACKLISTING
[On the letterhead of the Bidder]

I /We Proprietor / Partner (s) / Director (s) of M/shereby declare that the firm/ company namely M/S. has not been blacklisted or debarred in the past by any organization from taking part in Government tenders.

Or

I / We proprietor / partner (s) / Director (s) of M/S..... hereby declare that the firm/ company namely M/S.....was blacklisted or debarred by any Government Department from taking part in Government EOIs for a period ofyears w.e.f..... The period over on And now the firm/ company is entitled to take part in Government EOIs. In case the above information found false I / we are fully aware that the EOI/ contract will be rejected / cancelled by the **Centre for Ganga River Basin Management & Studies (cGanga), Indian Institute of Technology, Kanpur** and EMD/Performance Bank Guarantee shall be forfeited. In addition to the above **Indian Institute of Technology, Kanpur** will not be responsible to pay the bills for any completed/ partially completed work.

Signature:

Name:

Capacity in which as signed:

Name & address of the firm:

Seal of the firm should be affixed.
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.....

Dated:

Signature of Bidder with seal.

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of limited company by all the Directors of the company or company secretary on behalf of all directors.

Indian Institute of Technology, Kanpur
Centre for Ganga River Basin Management and Studies
EOI No Ref. No. IITK/CGRB/EOI/2024-25/005

Annexure - IV

FINANCIAL CAPABILITY OF BIDDER

[On the letterhead of the Bidder]

Annual turnover details of the Bidder from [insert relevant details]

#	Financial Year	Turnover in Indian Rupees	Document Page No.
A	2021-2022		
B	2022-2023		
C	2023-2024		

*Audited Balance sheet and profit & Loss account statement of the bidder for each of the above-mentioned financial year shall be submitted as supporting evidence.

1. Please affix the signature of the authorized signatory of the Bidder with name, designation, seal and date here.
2. Please affix the signature of the authorized signatory of the Statutory auditor of the Bidder with name, designation, seal and date here.

Authorized Signatory (Signature In full): _____

Authorized Signatory of Statutory Auditor: _____

Name and title of Signatory: _____

Stamp of the Company: _____

Stamp of the Firm: _____

Indian Institute of Technology, Kanpur
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EOI No Ref. No. IITK/CGRB/EOI/2024-25/005

Annexure - V

Details of works of similar type executed by the bidder
[On the letterhead of the Bidder]

Sl. No.	Name of the Company	Work Description	Ref. & Date of the order	Work Order Value	Contract Period	Page No

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

- Copies of work orders should be attached with this information. In absence of documentary evidence, bid is liable to be rejected.
- If necessary, a separate sheet may be used to submit the information.