



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY KALYANI

(Autonomous institution under MOE, Govt. of India &
Department of Information Technology & Electronics,
Govt. of West Bengal)

Campus:
WEBEL IT Park, Block B, P.O. Kalyani, Dist. Nadia-741235, West Bengal

(Tender No. IIITK/Tender/22-23/42)
Dated: February 17, 2023

Last date of submission: February 27, 2023

For Selection of Agency for Actuarial Valuation

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI
NADIA – 741235, WEST BENGAL
NOTICE INVITING TENDER FOR SELECTION OF AGENCY FOR ACTUARIAL
VALUATION**

TENDER NO.: IITK/Tender/22-23/42 DATED: February 17, 2023

NAME OF WORK: For Selection of Agency for Actuarial Valuation

LOCATION OF WORK: IIT Kalyani, Nadia – 741235.

LAST DATE AND TIME FOR RECEIVING THE BIDS:

February 27, 2023 upto 3 pm in the Tender Box placed in Office of Indian Institute of Information Technology, Kalyani, (Room no. 107).

Quotation received later will not be entertained.

Note: In case of any clarification in with regard to submission of bids please contact Deputy Registrar, the bidders are advised to read the “**General Conditions and Important Instructions for Bidders**” available at the end of this tender document before submitting their bids.

DATE AND TIME OF OPENING OF BIDS: February 27, 2023 at 4:00 pm at the same venue.

02/27/2023
9:11
Feb 17, 2023

**Deputy Registrar
Indian Institute of Information Technology, Kalyani**

Tender Document

SECTION-I: General Conditions and Important Instructions for Bidders

1. Sealed quotations are invited from experienced Actuaries Consultants / Firms, who are fellow members of the Institute of Actuaries of India, for the Actuarial Valuation for Retirement cum Death Gratuity and Leave encashment liability for the permanent employees of IIT, Kalyani.
2. The last date of receipt of tender is 27-02-2023. Quotations received later will not be entertained under any circumstances.
3. Copy of similar type of order received from any other similar Educational Institute, during the last one year, can be submitted for credential.
3. The price quoted must be inclusive of all charges required to execute the work as per annexure - I.
4. Bidders are to submit the quotations in sealed envelopes at the office in the Following address.

Deputy Registrar,
Indian Institute of Information Technology Kalyani,
Webel IT Park, Kalyani
Nadia, Pin Code- 741235
West Bengal.

5. All bidders should submit in ONE-BID (TECHO-COMMERCIAL BID) in sealed envelope (Tender Number must be mentioned on envelope). The price quoted should be inclusive of all Taxes, duties, levies or any other charges required to execute the work at the premises. All taxes, freight, insurance charges, installation charges or any other specified overheads etc. if applicable should be clearly indicated. Inclusion of Tax/levy or any other charges at a later stage will not be accepted. At the end, the total price of a single item must be indicated as TOTAL PRICE: Rs.....only INCLUDING ALL.
6. Vendors must enclose attested copies of GST Registration, PAN Card, Copy of membership certificate issued from the Institute of Actuaries of India/Firm registration certificate from the Institute of Actuaries of India. or any other statutory testimonials etc. along with the bidding document, otherwise their tender will be cancelled.
7. The bidders will be responsible for any breakage, damage or defect in the work detected subsequently.
8. The work must be completed within the deadline issued by the Institute. If the work is not completed within the stipulated period as indicated in the Purchase Order a Liquidated Damage @ 0.5 % per week will be imposed on the value of purchase order.
9. Bills in triplicate should be presented for payment within 15 days of supply/commissioning of work. No advance is paid for execution of the order. The Order No. is to be noted on both Challan and Bill. All bills are to be accompanied by order copies and Challan receipt.

10. Documents to be submitted with the tender. Tender documents/Terms & Conditions in Original duly signed by the Proprietor/Partner/Director of the company as a token of acceptance of terms & conditions of Tender.
11. Bidders are advised to clear all doubts (if any) before submitting quotations. After submission the same, they shall not be entertained / not eligible to re-consider any issues under any circumstances.

Eligibility Criteria

1. The Actuary should be a practicing fellow member of the Institute of Actuaries of India for at least preceding three years. In case of firms it should be registered with the Institute of Actuaries of India and should have relevant experience of at least three years. Authenticated self-attested copies to be submitted.
2. The Actuary/Firm must have done at least one actuary valuation for Central Government / Autonomous Society/Ministries/Departments/PSU's in the last three years. Copy to be attached.

Dr. P. Anil
Feb 17 2023

Deputy Registrar
Indian Institute of Information Technology, Kalyani

Annexure 1

| Sl. No | General Particulars/Details of the Actuary/Firm | |
|--------|--|--|
| 1 | Name of the Actuary / Firm | |
| 2 | Address of the Actuary / Firm | |
| 3 | Name of the Contact person of the Firm | |
| 4 | Designation of the Contact Person of the Firm | |
| 5 | Contact Details of the Actuary/Firm | |
| | Mobile No. | |
| | Landline No. | |
| | Email Address | |
| 6 | Income Tax Pan No | |
| 7 | Goods & Service Tax Registration No. | |
| 8 | Membership No. of the Institute of Actuaries of India / Registration No. of the Firms with the Institute of Actuaries of India | |
| 9 | Details of Similar Work Carried out | |

Please enclose CV of the Actuary

Signature with Stamp

Date

Work to be done:

To determine the actuarial liability of the IIIT Kalyani of approx 23 employees. The age of superannuation is 60 years for all Non-Faculty employees and for Academic/Faculty staff, the age of superannuation is 65 years.

Amount Quoted for Actuarial Valuation for Retirement cum Death Gratuity and Leave encashment liability

| | |
|---------------------|--|
| Consultancy Charges | |
| Taxes if any | |
| Total | |

Note:

1. This contract will be applicable for one year which may be further extended on satisfactory performance.
2. Work to be completed within 10 days of data provided by the Institute.
3. Two separate reports need to be submitted on for Financial year 2014-15 to 2021-22 and the other for Financial Year 2022-23 (Reports on Actuarial Valuation for Retirement cum Death Gratuity and Leave encashment liability).

22/01/2023
FR 17, 2023

