



No.: IIITK/ RFQ/26-27/C46/HOTO-01

Date: 21.07.2026

**REQUEST FOR SEALED QUOTATIONS FOR CONSULTANCY SERVICES FOR
INDEPENDENT VERIFICATION OF PROJECT DELIVERABLES, ASSETS AND
TAKEOVER READINESS OF THE PERMANENT CAMPUS OF IIIT KALYANI**

SECTION I - NOTICE INVITING SEALED QUOTATIONS

- 1.1** Indian Institute of Information Technology Kalyani, hereinafter referred to as “IIIT Kalyani” or “the Institute”, an Institute of National Importance under the Indian Institutes of Information Technology (Public-Private Partnership) Act, 2017, invites sealed quotations from eligible Government institutions, Government Departments and public-sector entities falling within the institutional categories prescribed under Section III for undertaking Consultancy Services for independent verification of project deliverables, assets and takeover readiness of the Permanent Campus of IIIT Kalyani.
- 1.2** The permanent campus, developed through the Central Public Works Department, extends over approximately 34.36 acres and comprises more than 30,000 square metres of built-up area, together with academic, administrative, hostel, guest-house, utility and external-development infrastructure. The approximate project outlay is ₹128 crore.
- 1.3** The assignment is intended to enable the Institute to ascertain, through an independent and institutionally accountable professional assessment, whether the works, systems, facilities, records and assets proposed to be handed over correspond, in material respects, with the sanctioned project, accepted agreements, approved bills of quantities, specifications, drawings and duly authorised modifications, and whether the campus may responsibly be taken over with or without recorded reservations.
- 1.4** The complete quotation document shall be available on the Institute website and may also be circulated directly to identified eligible organisations. Publication or direct circulation shall not confer any entitlement to award, and the Institute shall remain at liberty to accept or reject any or all quotations in accordance with the applicable rules and recorded reasons.

SECTION II - IMPORTANT DATES AND SUBMISSION PARTICULARS

Event	Date / Time
Publication and issue of RFQ	21.07.2026
Last date for seeking written clarification	30.07.2026 up to 17:00 hours
Last date and time for receipt of sealed quotations	05.08.2026 up to 17:00 hours
Opening of Technical Envelopes	06.08.2026 at 15:00 hours
Opening of Financial Envelopes	To be communicated to technically suitable Applicants
Quotation validity	90 days from the last date of receipt
Indicative Estimated Value of Assignment	₹5,00,000 (Rupees Five Lakh only), inclusive of GST and all charges
Mobilisation Advance (Optional)	Up to 40% of quoted value (read with clause 8.5)
Mode of Submission	Sealed physical quotation under two-envelope system

Note: The Estimated Value of Assignment mentioned above is indicative of the anticipated scale of the assignment and shall neither constitute a guaranteed contract value nor confer any entitlement upon an Applicant. The quoted price shall be subject to evaluation, reasonableness and approval in accordance with the RFQ and applicable rules.

2.1 Written clarifications, if any, may be addressed to the Registrar, IIIT Kalyani, at registrar@iiitkalyani.ac.in within the stipulated period. Any clarification or corrigendum having general application shall be placed on the Institute website and shall form part of this RFQ.

2.2 QUICK GUIDE FOR SUBMISSION OF QUOTATION

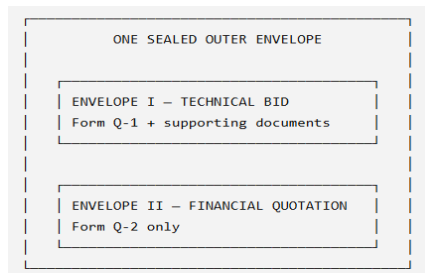
Step 1 — Prepare two separate sealed envelopes

ENVELOPE I — TECHNICAL BID (Include: Form Q-1; and all supporting documents.)

ENVELOPE II — FINANCIAL QUOTATION (Include: Form Q-2 only)

Step 2 — Write the following on every envelope : RFQ number; name of the assignment; name and complete address of the Applicant; and “Technical Bid,” “Financial Quotation,” or “Outer Envelope,” as applicable.

Step 3 — Place both envelopes inside one sealed outer envelope



Step 4 — Address and submit the outer envelope to : The Registrar, Indian Institute of Information Technology Kalyani, c/o WEBEL IT Park, Block-B, P.O. Kalyani, District Nadia, West Bengal – 741235

The sealed quotation may be:

- deposited in the designated Tender Box at the Office of the Registrar; or
- sent through Registered Post, Speed Post or recognised courier.

The quotation must physically reach the Institute by 05.08.2026 at 17:00 hours. The date of dispatch will not be considered.

SECTION III - ELIGIBILITY AND INSTITUTIONAL RESPONSIBILITY

3.1 Eligible Category: A quotation shall be eligible for consideration only where the Applicant is an Indian Government or public-sector entity falling strictly within any one of the following categories:

- a Central Public Sector Enterprise or Central Public Sector Undertaking under the administrative control of the Government of India;
- a State Public Sector Enterprise or State Public Sector Undertaking under the administrative control of a State Government;
- a State Public Works Department;
- a Central or State Government engineering, works, infrastructure, construction or technical consultancy organisation; or
- a Government Institute, Government University, Government Engineering College, Institute of National Importance, Central University, State University or other Government technical institution, established, owned, controlled or administered by the Central Government or a State Government, possessing recognised professional capability in Civil Engineering, Electrical Engineering and Mechanical/Building Services Engineering through its own regular Departments, Schools, Centres, Divisions or duly authorised institutional consultancy units, and capable of deploying the minimum multidisciplinary professional team prescribed under Section IV from among persons for whom it accepts full institutional responsibility.

3.2 Additional Conditions. Every Applicant shall further establish that: (a) it is established, owned, controlled or administered by the Central Government or a State Government; (b) it is legally and institutionally competent to undertake the assignment, enter into a binding arrangement with IIIT Kalyani and receive the consideration in its official institutional account; (c) it possesses recognised Sections, Departments, Schools, Centres, Divisions or professional capabilities in Civil Engineering, Electrical Engineering, Mechanical Engineering, Architecture, Building Services, Infrastructure Engineering or allied technical fields; (d) it is capable of deploying the minimum multidisciplinary professional team prescribed under Section IV; and (e) it accepts full and undivided institutional responsibility for the scrutiny, verification, findings, reports and recommendations furnished under the assignment.

3.3 Institutional Submission and Exclusion of Private Entities: The quotation shall be submitted in the name of the Applicant institution under the signature of its Head, Registrar, Managing Director, Chief Executive, authorised consultancy officer or another officer duly empowered to bind the Applicant. No private university, private deemed-to-be university, private engineering college, privately managed institution, private consultancy firm, partnership firm, limited liability partnership, society, trust, non-governmental organisation or individual consultant shall be eligible, notwithstanding any NIRF ranking, accreditation, recognition or other standing held by such entity. An institution shall not be treated as a Government institution merely because it receives Government grants, recognition, affiliation, accreditation or other assistance. A quotation submitted by an individual faculty member, officer, Department, School, Centre or expert without express authorisation of the competent institutional authority shall be rejected.

3.4 Debarment, Independence and Conflict of Interest: The Applicant shall not be under any debarment applicable to the present procurement. The Applicant, its proposed Key Professionals and every entity or person proposed to participate materially in the assignment shall not have undertaken any material responsibility relating to the design, execution, supervision, supply, installation, testing, commissioning, certification or contract administration of the Permanent Campus project of IIIT Kalyani. Accordingly, CPWD and any contractor, consultant, vendor, OEM or other agency materially connected with the execution, supervision, supply, certification or contract administration of the said project shall not be eligible for the present assignment. The Applicant shall disclose every actual, potential or apparent conflict of interest

known to it. IIT Kalyani may determine whether any disclosed circumstance materially impairs, or is reasonably likely to impair, the independence and objectivity required for the assignment.

3.5 Mandatory Similar Institutional Experience: The Applicant shall have completed, during the ten years preceding the last date for receipt of quotations, at least one Similar Assignment for a Central Government, State Government, Government Department, Government autonomous institution, statutory body, public-sector undertaking or other Government/public-sector organisation.

For the purposes of this Clause, “Similar Assignment” shall mean an institutional assignment involving one or more of the following:

- a) Project Management Consultancy or construction supervision for a Government/public-sector building, institutional campus or infrastructure project involving civil works together with electrical and/or mechanical/building-services systems;
- b) technical audit, completion verification, handover/takeover verification, condition assessment or quality and contractual-scope scrutiny of such project; or
- c) multidisciplinary verification of buildings, engineering systems, utilities, assets, commissioning records or completion documents of such project.

The underlying building, campus or infrastructure project shall have had a sanctioned or completed project cost of at least ₹50 crore, or a built-up area of at least 5,000 square metres. The qualifying experience shall have been undertaken in the name of the Applicant or through its Department, Centre, Division or institutional consultancy unit under the Applicant’s institutional authority and responsibility.

For an assignment claimed as substantially completed, not less than eighty per cent of the contractual scope shall have been completed and the same shall be confirmed through an official certificate issued by the client.

The Applicant shall submit a copy of the Work Order, agreement or other official engagement document, together with a completion certificate, substantial-completion certificate, client-experience certificate or other verifiable official record establishing the nature and status of the assignment.

SECTION IV - MINIMUM PROFESSIONAL TEAM AND SUPPORTING DEPLOYMENT

The selected Applicant shall deploy not fewer than three distinct Key Professionals in the positions specified below. The Team Leader shall also discharge the functions of the Civil and Building Works Expert and shall possess the qualification and experience prescribed for that position.

MINIMUM PROFESSIONAL TEAM		
Position	Minimum Qualification	Minimum Experience
Team Leader / Civil and Building Works Expert	Bachelor’s Degree in Civil, Structural or Construction Engineering from a recognised University/Institution	Not less than ten years of relevant post-qualification experience in the concerned discipline
Electrical Systems Expert	Bachelor’s Degree in Electrical Engineering or Electrical and Electronics Engineering from a recognised University/Institution	Not less than five years of relevant post-qualification experience in the concerned discipline
Mechanical / Building Services Expert	Bachelor’s Degree in Mechanical Engineering or an allied engineering discipline from a recognised University/Institution	Not less than five years of relevant post-qualification experience in the concerned discipline

4.1 For the purposes of this Request for Quotation, relevant post-qualification experience shall include experience acquired in Government service, public-sector service, teaching, research, engineering administration, project planning, design, execution, supervision, operation and maintenance, inspection, testing, technical scrutiny, institutional works, building services, infrastructure management or any other professional function pertaining to the concerned engineering discipline.

4.2 A serving or retired Professor, Associate Professor, Assistant Professor, Superintending Engineer, Executive Engineer, Assistant Executive Engineer, institutional engineer, public-sector engineer or other technical officer possessing the prescribed qualification and experience shall be eligible for deployment.

4.3 The proposed professionals shall possess sufficient knowledge and competence in their respective disciplines to examine the available project records, inspect the relevant works and systems, identify material deficiencies and contribute to the preparation of the final report and takeover-readiness recommendation.

4.4 The Applicant may, at its discretion, deploy additional specialists, junior professionals, technical assistants, documentation personnel or other supporting manpower over and above the minimum professional team prescribed herein. Every such person shall remain under the supervision and institutional responsibility of the Applicant, shall observe the confidentiality

and access requirements of the Institute, and **shall be deployed entirely at the Applicant's own cost without giving rise to any claim for additional payment.**

4.5 Having regard to the fourteen-day completion period and the fact that project records are available primarily in physical form at the Institute premises, the Consultant is expected to deploy adequate documentation, data-compilation and record-scrutiny support from within its own resources, in terms of Clauses 4.4 and 6.7, so as to complete the documentary examination within the stipulated period. This Clause is indicative of the anticipated nature of the assignment and does not prescribe any additional Key Professional or eligibility requirement; the composition and strength of such supporting deployment shall remain within the professional judgment of the Consultant, whose responsibility for timely and complete performance under the RFQ shall nevertheless remain unaffected.

SECTION V - OBJECT AND SCOPE OF ASSIGNMENT

5.1 Principal Object: The Consultant shall undertake an independent, reasoned and evidence-based comparison of: (a) the sanctioned and contractually approved project scope; (b) duly approved changes thereto; (c) the principal works, systems, assets and records physically delivered or proposed to be handed over; and (d) the apparent quality, completeness, functionality and readiness of the visible and reasonably accessible components for takeover by the Institute.

5.2 Documentary and Contractual-Scope Examination: The Consultant shall examine the available administrative approvals, expenditure sanctions, memorandum or deposit-work arrangements, DPR, estimates, tender agreements, BOQs, specifications, completion statements, approved deviations or substitutions and other material project records, together with the relevant sanctioned, approved, revised and as-built drawings. For the purposes of this RFQ, such drawings shall include, as applicable and available:

- a) master plan, site plan, layout plan and land-development drawings;
- b) architectural drawings, floor plans, elevations, sections, schedules and details;
- c) structural and civil-engineering drawings;
- d) roads, pathways, boundary works, landscaping and external-development drawings;
- e) HT/LT electrical, substation, single-line diagram, transformer, panel, DG, earthing, lightning-protection, lighting and solar-system drawings;
- f) fire-detection, fire-alarm, firefighting, suppression and life-safety drawings;
- g) HVAC, ventilation, BMS, lifts and other mechanical/building-services drawings;
- h) water-supply, plumbing, drainage, sewerage, storm-water, rainwater-harvesting, STP, WTP, RO and pump-system drawings;
- i) CCTV, access-control, public-address, structured-networking and other ICT/ELV drawings; and
- j) relevant schematics, layouts, sections, details and approved shop or installation drawings.

The Consultant shall prepare a concise comparison showing what was sanctioned and contractually required, what was duly modified or substituted and what has materially been delivered or proposed to be handed over.

5.3 Physical Verification: The Consultant shall carry out visual and physical verification of the principal buildings, accessible civil works, external infrastructure and major engineering services, and shall record incomplete work, visibly defective workmanship, material damage, missing components, unsafe conditions and matters requiring reservation at takeover.

5.4 Asset and Inventory Verification: The Consultant shall reconcile the principal plant, machinery, equipment, fixtures and other material assets against the available BOQs, equipment schedules, approved variations and handover inventory. The verification shall be sufficient to identify material shortages, substitutions, non-functional items and discrepancies requiring resolution or reservation.

5.5 Engineering Systems: The Consultant shall examine, to the extent applicable and reasonably accessible, the principal civil, electrical, mechanical, public-health, fire and life-safety, ICT/ELV, networks and allied utility systems including the following principal systems:

- HT/LT electrical distribution, substation, transformers, panels, protection, DG sets, AMF/ATS, earthing, lightning protection, lighting and solar installations;
- fire-detection, fire-alarm, firefighting, suppression and life-safety systems;
- HVAC, ACs, ventilation, BMS, lifts and other mechanical/building-service installations;
- water supply, plumbing, pumps, STP, WTP, RO, drainage, rainwater harvesting and allied utilities;
- CCTV, access control, public-address, networking and other ELV/ICT systems forming part of the approved project; and
- roads, external lighting, storm-water drainage, boundary works and other material external-development components.

5.6 Functional Demonstrations: The Consultant shall examine available test and commissioning records and witness such ordinary functional demonstrations of major systems as may be reasonably arranged or available during the assignment. The Consultant shall record any system that could not be demonstrated, verified or found operational, together with the consequence thereof for takeover.

- 5.7 Handover Records:** The Consultant shall examine the availability and material adequacy of completion and occupancy documents, statutory approvals, sanctioned/approved drawings, revised drawings, as-built drawings corresponding to the applicable disciplines specified under Clause 5.2, commissioning records, warranties, guarantees, O&M manuals, OEM particulars, keys, access credentials, software licences and other material handover records.
- 5.8 Deficiency and Reservation Statement:** The Consultant shall identify material incomplete works, missing assets, non-functional systems, documentary gaps, statutory deficiencies, apparent departures from the approved scope and other matters which ought to be rectified, clarified or expressly reserved in the Handover-Takeover record.
- 5.9 Takeover Recommendation:** Upon completion of the assignment, the Consultant shall furnish a reasoned recommendation classifying the campus or identified portions thereof as: (a) fit for takeover; (b) fit for conditional or partial takeover subject to specified reservations and rectification obligations; or (c) not presently fit for takeover, with reasons.
- 5.10** The Consultant shall, where requested, assist the Institute in settling the technical wording of the Handover-Takeover record and in preserving the Institute's rights concerning pending works, deficiencies, warranties, guarantees, statutory compliances, latent defects and unresolved contractual obligations.

SECTION VI - LIMITS AND BASIS OF VERIFICATION

- 6.1** The assignment shall be a post-completion verification based upon the documents, access, visible and reasonably accessible conditions, and functional demonstrations available during the stipulated period. The Consultant shall exercise due professional care but shall not be deemed to warrant concealed conditions incapable of reasonable verification.
- 6.2** The assignment shall not include detailed remeasurement of every BOQ item, audit of contractor bills or measurement books in their entirety, structural safety audit, destructive or non-destructive testing, forensic investigation, preparation of fresh as-built drawings, certification of concealed works, or issuance of any statutory certificate reserved by law to a designated authority.
- 6.3** Where any document, area, system or demonstration is unavailable, inaccessible or incapable of verification, the Consultant shall not presume compliance. It shall record the matter as "Not Produced", "Not Accessible" or "Not Verified", state the resulting limitation and indicate whether the same prevents or conditions takeover.
- 6.4** If an exceptional specialised test or laboratory investigation appears indispensable, the Consultant shall submit a written recommendation stating the reason, scope, standard and estimated cost. No such test shall be undertaken without prior written approval of the Institute. The cost of an approved external test shall be borne directly by the Institute or by the party contractually responsible, as determined by the Institute, and shall not entitle the Consultant to any mark-up or additional professional fee.
- 6.5 On-site Examination of Records:** The documentary scrutiny shall be undertaken primarily at the premises of IIIT Kalyani. The records made available for examination may consist wholly or partly of original or physical files, registers, agreements, drawings, bills of quantities, inventories, test records, completion papers and other documents. The Institute shall not be under any obligation to furnish soft copies, digitised records or searchable electronic data merely because the Consultant considers the same convenient.
- 6.6 Working Space:** Subject to availability, security requirements and the normal working hours of the Institute, IIIT Kalyani shall provide suitable working space within its premises for the personnel deployed for the assignment. The provision of such working space shall not be construed as an undertaking to provide any exclusive office, computer, scanner, printer, storage facility, secretarial facility or other logistical support.
- 6.7 Own Manpower and Resources:** No assistant, intern, clerk, data-entry operator, technical helper, stenographic or secretarial personnel, or other manpower shall be provided by the Institute. The Consultant shall, at its own cost, arrange all professional and supporting personnel, laptops, scanners, cameras, measuring and inspection tools, instruments, stationery, communication facilities, data-entry arrangements, documentation resources and other inputs required for timely completion of the assignment. No original record shall be removed from the Institute premises without prior written permission. Any copying, scanning or reproduction shall be subject to the Institute's permission and confidentiality requirements and shall be undertaken at the Consultant's cost.
- 6.8 Costs Included in Quoted Price:** All expenditure connected with deployment and performance of the assignment, including professional remuneration, institutional overheads, additional personnel, TA/DA, travel, local conveyance, boarding, lodging, meals, refreshments, tools, instruments, equipment, communication, copying, scanning, photography, printing, stationery, consumables, documentation and all other incidental charges, shall be deemed to have been included in the quoted lump-sum price. The Institute shall not provide or reimburse any such facility or expenditure.
- 6.9 Availability and Limitations:** The Institute shall facilitate reasonable access to the site and to such records as are in its possession. The Consultant shall continue all unaffected portions of the assignment notwithstanding non-availability of any particular record, person, area or demonstration and shall clearly record the resulting limitation in its report.

SECTION VII - DELIVERABLES, COMPLETION PERIOD AND SUPPORT

7.1 Deliverables: The Consultant shall submit the following deliverables:

Code	Deliverable	Due Date
P-1	Preliminary Deficiency and Document-Gap Memorandum	Within 10 calendar days from the Commencement Date
F-1	Consolidated Final Completion and Campus Takeover Verification Report	Within 14 calendar days from the Commencement Date

7.2 Preliminary Deficiency and Document-Gap Memorandum:

- The Preliminary Deficiency and Document-Gap Memorandum shall contain a concise statement of the material deficiencies, missing or unavailable documents, incomplete or non-functional systems, asset or inventory discrepancies, statutory-document gaps and other matters identified up to the date of its submission which, in the professional opinion of the Consultant, require immediate attention, clarification, rectification or reservation before takeover.
- The Preliminary Memorandum shall particularly identify matters affecting safety, essential services, statutory compliance, occupation, operational readiness or preservation of the Institute's contractual and financial interests.
- The Preliminary Memorandum shall be interim and non-exhaustive in nature. It shall not be construed as the Consultant's final conclusion, certification or recommendation, and the Consultant shall remain entitled and obligated to revise, supplement, qualify or expand its observations in the Consolidated Final Report on the basis of further scrutiny, inspection, verification or information becoming available during the assignment.
- The omission of any matter from the Preliminary Memorandum shall not preclude its inclusion in the Consolidated Final Report.

7.3 Consolidated Final Completion and Campus Takeover Verification Report: The Consolidated Final Completion and Campus Takeover Verification Report shall constitute the principal and final deliverable under the assignment and shall contain, at a minimum, the following separate and clearly identifiable chapters:

- Chapter I — Document and Contractual-Scope Comparison:** A reasoned comparison of the sanctioned project, accepted agreements, BOQs, approved drawings, specifications, duly approved modifications and other material project records against the works, systems, facilities and assets materially delivered or proposed to be handed over.
- Chapter II — Physical Asset, System and Inventory Verification:** The findings arising from physical inspection and verification of the principal buildings, civil works, engineering systems, utilities, plant, machinery, equipment, fixtures, inventories and other material project components falling within the scope of the assignment.
- Chapter III — Deficiency, Pending-Requirement and Reservation Statement:** A consolidated statement of incomplete works, missing or non-functional systems, asset discrepancies, documentary deficiencies, statutory gaps, unverified matters, pending obligations, apparent deviations and the technical or contractual reservations considered necessary at the time of takeover.
- Chapter IV — Final Takeover-Readiness Assessment and Recommendation:** A reasoned and categorical recommendation classifying the campus, or any identifiable part thereof, as: (a) fit for takeover; or (b) fit for conditional or partial takeover subject to specified reservations, rectification requirements and preservation of rights; or (c) not presently fit for takeover, with reasons.
- The Final Report** shall also contain an executive summary, the material basis of verification, limitations encountered, records or systems not produced or verified, photographs or other supporting evidence wherever considered necessary, and the proposed technical reservations to be incorporated in the Handover-Takeover record.

7.4 Completion Period: The Consultant shall complete the entire principal assignment and submit the Consolidated Final Completion and Campus Takeover Verification Report within fourteen calendar days from the Commencement Date. "Commencement Date" shall mean the date specified in the Work Order or the date on which site access and the initial set of available project records are communicated as available to the Consultant, whichever is later. The Consultant shall organise and deploy its personnel and resources in such manner as may be necessary to complete the documentary scrutiny, physical verification, system assessment and preparation of the Final Report within the stipulated period.

7.5 Form and Standard of Deliverables: The format and degree of detail of the deliverables shall conform to applicable Government instructions and to such reasonable format as may be provided or approved by the Institute. The absence of a pre-prescribed format shall not dilute the Consultant's obligation to furnish complete, intelligible, reasoned, evidence-based and auditable findings. Both deliverables shall be submitted in signed hard copy and in editable and searchable electronic formats, unless otherwise directed by the Institute.

7.6 Clarification and Incorporation of Comments: The Institute may communicate specific observations concerning the factual accuracy, completeness, internal consistency or conformity of the Final Report with the agreed scope of assignment. The Consultant shall furnish the required clarification, correction or supplementation within three working days from receipt of such communication or within such further period as may be permitted by the Institute. Any material revision to a professional finding or recommendation shall be clearly identified and supported by reasons and available evidence.

Acceptance of any clarification or revision shall not relieve the Consultant of its institutional and professional responsibility for the Final Report.

7.7 Support Period: For a period of 180 days from the date of written acceptance of the Consolidated Final Completion and Campus Takeover Verification Report, the Consultant shall: (a) undertake one consolidated reinspection, on a date mutually coordinated with the Institute, of material items identified in the Final Report and subsequently reported by the Institute as rectified; (b) provide reasonable factual and technical clarification concerning its findings and recommendations; (c) assist the Institute in addressing questions directly arising from the Final Report; and (d) furnish reasonable factual and technical assistance in relation to any internal, statutory or CAG audit query communicated during the said period. Where an audit query directly concerning the Consultant's Report is first communicated after expiry of the said support period but within three years from acceptance of the Final Report, the Consultant shall, on one occasion, furnish a factual clarification based upon its retained records, without any obligation to undertake a fresh inspection, investigation or additional assignment. The obligations under this Clause shall survive completion, payment and administrative closure of the principal assignment and shall not entitle the Consultant to any additional consideration.

SECTION VIII - QUOTATION PRICE AND PAYMENT

8.1 The Applicant shall quote a firm and all-inclusive lump-sum professional consultancy fee in Indian Rupees, separately indicating: (a) the consultancy fee excluding GST; (b) the applicable GST rate; (c) the GST amount; and (d) the total quoted amount inclusive of GST.

8.2 The total quoted amount inclusive of GST shall constitute the complete financial consideration payable by IIIT Kalyani for performance of the assignment and shall include professional remuneration, institutional charges and overheads, deployment of the minimum professional team and any additional personnel, TA/DA, travel, local conveyance, boarding, lodging, meals, refreshments, tools, instruments, laptops, scanners, cameras, communication, copying, scanning, printing, photography, stationery, consumables, documentation, administrative expenses and every other incidental cost necessary for complete performance of the assignment. Where GST is not applicable or exemption is claimed, the Applicant shall expressly indicate "Nil" and furnish the applicable statutory provision, notification, certificate or other supporting basis. The Applicant shall remain responsible for quoting the correct GST classification, rate and treatment applicable to the service. The consultancy fee excluding GST, applicable GST rate, GST amount and total quoted amount inclusive of GST shall be separately stated in Form Q-2.

8.3 No reimbursement or additional payment shall be admissible for any personnel, assistant, intern, clerk, technical or documentation support, visit, travel, TA/DA, boarding, lodging, food, refreshment, local conveyance, tool, instrument, equipment, copying, scanning, printing, meeting, reporting, reinspection or support obligation. The only exception shall be the cost of an exceptional specialised test separately approved in writing under Clause 6.4.

8.4 Payment: The accepted Contract Price, after adjustment of any mobilisation advance released under Clause 8.5, shall become payable in one instalment upon:

- a) submission of the Preliminary Deficiency and Document-Gap Memorandum;
 - b) completion of the principal assignment and submission of the Consolidated Final Completion and Campus Takeover Verification Report within the stipulated period or within any extension duly granted by the Institute;
 - c) written acceptance of the Consolidated Final Completion and Campus Takeover Verification Report by the Institute;
 - d) satisfactory furnishing of any clarification, correction or supplementation specifically required under Clause 7.6; and
 - e) receipt of a correct institutional invoice supported by such documents as may be required under the applicable Government procedure.
- Payment shall be processed in accordance with the applicable Government procedure and shall be subject to statutory deductions, adjustment of any mobilisation advance released under Clause 8.5 and adjustment of any amount lawfully recoverable under the Contract.
 - No separate payment shall become due merely upon submission of the Preliminary Memorandum. No retention shall be withheld solely on account of the support, reinspection or audit-assistance obligations, which shall nevertheless remain binding under Clause 7.7.
 - No interest shall be payable upon an amount under processing or withheld on account of incomplete, deficient or unacceptable performance or documentation, except where such interest is mandatorily payable under an applicable statutory provision.

8.5 Mobilisation Advance (Optional): On the written request of the selected Consultant made after acceptance of the Work Order, IIIT Kalyani may release an interest-free mobilisation advance not exceeding 40% (forty percent) of the total Contract Price, in terms of Rule 172 of the General Financial Rules, 2017, the Consultant being a Government or public-sector entity. No bank guarantee shall be insisted upon for such advance, having regard to the Government character of the Consultant; however, the advance shall be secured by the Consultant's institutional undertaking, executed by the Head, Registrar or other duly authorised officer of the Consultant, to refund the same anytime on demand. The advance shall be fully adjusted against the payment due under Clause 8.4. Where the assignment is terminated, abandoned or not completed

in accordance with the Contract, the unadjusted advance shall become immediately refundable, failing which it shall be recoverable together with interest at the rate applicable to Government dues, without prejudice to any other remedy of the Institute. Release of the advance shall not be construed as acceptance of any deliverable or performance.

SECTION IX - PREPARATION AND SUBMISSION OF QUOTATION

9.1 The Applicant shall submit **one sealed outer envelope** containing the following two separately sealed inner envelopes:

- **Envelope I** - Technical Bid, containing Form Q-1 and all supporting documents;
- **Envelope II** - Financial Quotation, containing only Form Q-2.

9.2 Each envelope shall bear the RFQ number, name of assignment, name and address of the Applicant and the appropriate superscription.

9.3 Form Q-1, Form Q-2, all declarations and all pages containing information furnished by the Applicant shall be signed or initialled by the authorised signatory and shall bear the institutional seal wherever applicable. Supporting documents may be self-attested by the authorised signatory or may bear a valid digital authentication issued by the competent authority. Every alteration, overwriting or correction made in the quotation shall be duly authenticated by the authorised signatory. The consultancy fee excluding GST, applicable GST rate, GST amount and total quoted amount inclusive of GST shall be clearly stated in Form Q-2. The total quoted amount inclusive of GST shall also be stated in words. In the event of any discrepancy between the amount stated in figures and the amount stated in words, the amount stated in words shall prevail, subject to correction of an evident arithmetical error in accordance with the applicable procurement rules.

9.4 The sealed outer envelope shall be addressed to: “**The Registrar, Indian Institute of Information Technology Kalyani, c/o WEBEL IT Park, Block-B, P.O. Kalyani, District Nadia, West Bengal - 741235**”.

9.5 The quotation may be deposited in the designated Tender Box at the Office of the Registrar or delivered through Registered Post, Speed Post or recognised courier so as to reach the aforesaid address within the stipulated time. The Applicant alone shall bear the risk of delay, loss or misdelivery. The date of dispatch shall not be material.

9.6 A quotation received after the stipulated deadline, submitted through email or fax, left unsealed, or containing the Financial Quotation in the Technical Envelope shall be liable to rejection without further consideration.

9.7 The Applicant may withdraw or substitute its quotation before the deadline by a duly authorised written communication and replacement sealed envelope. No withdrawal or modification shall be permitted thereafter during the validity period.

SECTION X - OPENING, EXAMINATION AND SELECTION

10.1 Opening of Technical Bids: The Technical Envelopes shall be opened by IIIT Kalyani, through a duly constituted Committee, on the notified date and time. Authorised representatives of the Applicants may remain present; however, the absence of any representative shall not invalidate the proceedings.

10.2 Technical Examination: The Institute shall examine the Technical Bids on a pass/fail basis with reference to:

- a) the eligible institutional category;
- b) Government ownership, control or administrative status;
- c) institutional authority and responsibility;
- d) prescribed composition, qualification and experience of the Key Professional Team;
- e) compliance with the Mandatory Similar Institutional Experience prescribed under Clause 3.5;
- f) independence and absence of disqualifying conflict of interest;
- g) absence of applicable debarment; and
- h) substantial responsiveness to the requirements of the RFQ.

The Institute may seek written clarification of information or documents already forming part of a quotation. No Applicant shall thereby be permitted to alter the substance of its quotation, introduce a new eligibility condition or cure a material deficiency after the submission deadline.

10.3 Opening and Evaluation of Financial Quotations: The Financial Quotations of technically suitable and substantially responsive Applicants shall be opened on the date and time communicated by the Institute. For the purpose of financial comparison, the Institute shall consider the total financial outgo to IIIT Kalyani, comprising: (a) the quoted consultancy fee excluding GST; (b) GST payable to the Consultant; and (c) any GST or other applicable tax required to be discharged directly by IIIT Kalyani under the reverse-charge mechanism or any other applicable statutory provision.

- The technically suitable and substantially responsive Applicant whose quotation results in the lowest evaluated total financial outgo to IIIT Kalyani shall ordinarily be treated as L1, subject to the quoted price being found reasonable and the Applicant being considered capable of satisfactorily performing the assignment.
- A claim of Nil GST, exemption or special tax treatment shall be considered only upon production of an acceptable statutory basis or supporting document.

10.4 Abnormally Low, Unreasonable or Non-responsive Quotations: Where a quotation appears abnormally low, the Institute may seek a written explanation and supporting justification regarding the adequacy of the quoted price, proposed

deployment and ability to perform the assignment. An abnormally low, conditional, incomplete, non-comparable or otherwise substantially non-responsive quotation may be rejected after recording reasons. Where adequate competition has not been obtained, the quoted prices are not found reasonable, or the procurement cannot appropriately be concluded under the applicable rules or delegated financial powers, the Institute may reject all quotations, discharge the process and adopt such further course as may be permissible.

10.5 Award: The evaluation and recommendation of the duly constituted Committee shall be placed before the Competent Authority of IIIT Kalyani for consideration and approval in accordance with the applicable rules and delegated financial powers. The name of the selected Applicant and the relevant award details shall be placed on the Institute website after issuance of the Work Order. Neither opening of a quotation, determination of technical suitability, communication concerning financial opening nor identification of L1 shall confer any right to award. The engagement shall arise only upon issuance and acceptance of the formal Work Order.

10.6 Tie between Lowest Evaluated Quotations: Where two or more technically suitable and substantially responsive Applicants result in the same lowest evaluated total financial outgo, their inter-se ranking shall be determined in the following order:

- a) the Applicant having the greater number of completed or substantially completed Similar Assignments satisfying Clause 3.5 during the prescribed ten-year period shall be ranked higher;
- b) where the tie continues, the Applicant proposing the Team Leader/Civil and Building Works Expert having the greater relevant post-qualification experience shall be ranked higher;
- c) where the tie further continues, the Applicant whose three prescribed Key Professionals collectively possess the greater aggregate relevant post-qualification experience shall be ranked higher; and
- d) where the tie still continues, the successful Applicant shall be selected by a draw of lots conducted by IIIT Kalyani after giving reasonable notice to the tied Applicants. The draw may be conducted in the presence of their authorised representatives; however, the absence of any representative shall not invalidate the proceedings.

SECTION XI - GENERAL CONDITIONS OF ENGAGEMENT

11.1 Constitution of Contract: The RFQ, the selected Applicant's accepted quotation, clarifications forming part of the record and the Work Order shall collectively constitute the binding contract. A separate formal agreement shall not be necessary unless required by the Institute.

11.2 Professional Standard: The Consultant shall exercise the degree of skill, care, diligence, independence and professional judgment reasonably expected from an experienced public technical institution undertaking an assignment of comparable nature.

11.3 Responsibility for Findings: The Consultant shall remain institutionally responsible for the correctness, completeness and professional adequacy of its scrutiny, observations, reconciliations and recommendations, subject to limitations expressly disclosed in its report.

11.4 No Authority to Bind Institute: The Consultant shall act solely as a technical adviser. It shall not accept possession, waive any right, approve any deviation, settle any account, admit liability or create any obligation on behalf of the Institute unless specifically authorised in writing.

11.5 Confidentiality, Ownership and Preservation of Records: The Consultant shall preserve the confidentiality of all project documents, records, drawings, data, photographs, observations and other information received, accessed or generated in connection with the assignment and shall not disclose, publish or use the same for any purpose unrelated to the assignment without prior written permission of the Institute, except where disclosure is required by law or by a competent Government, judicial or audit authority. Subject to any pre-existing intellectual property belonging to the Consultant or a third party, all assignment-specific reports, statements, compilations, photographs, schedules, reconciliations and other deliverables prepared specifically under the engagement shall, upon payment of the accepted Contract Price, vest in IIIT Kalyani. The Consultant may retain copies solely for institutional record, professional accountability and compliance with law, subject to continuing confidentiality obligations. The Consultant shall preserve the working papers, inspection records, photographs, calculations, reconciliations, notes and other material supporting the Final Report for not less than three years from the date of its written acceptance. Such records shall be produced before the Institute or an authorised internal, statutory, vigilance or CAG audit authority upon reasonable written request.

11.6 Assignment, Association of Specialists and Key Professionals: The Consultant shall not assign or transfer the engagement or any material part thereof. The Consultant may associate additional specialists or supporting personnel where reasonably required, provided that the selected institution shall remain solely and fully responsible for the entire assignment. No Key Professional named in the accepted Technical Bid shall be replaced without prior written approval of the Institute. Any proposed substitute shall possess qualifications and relevant experience not inferior to those of the professional being replaced. No replacement or deployment of additional personnel shall entitle the Consultant to any additional payment or extension of time, except where expressly approved in writing by the Institute.

- 11.7 Delay and Liquidated Damages:** Where delay attributable solely to the Consultant occurs, the Institute may recover liquidated damages, and not by way of penalty, at the rate of 0.5% of the total Contract Price for each week or part thereof of delay, subject to a maximum of 10% of the total Contract Price, without prejudice to any other contractual remedy. No liquidated damages shall be imposed for a period demonstrably attributable to non-availability of essential access or records, an act or omission of the Institute, or an event beyond the reasonable control of the Consultant, provided that the Consultant promptly communicates the circumstances in writing and takes reasonable measures to minimise the delay. Any extension of the completion period shall be effective only when granted or confirmed in writing by the Institute and shall specify whether the extension is with or without recovery of liquidated damages.
- 11.8 Termination for Default:** The Institute may terminate the engagement, wholly or partly, for material breach, persistent non-performance, disqualifying conflict of interest, false declaration, loss of institutional authority, unauthorised assignment or failure to cure a notified default within the reasonable period specified in a written notice. Upon termination, no payment shall be admissible for incomplete, deficient, unusable or unaccepted work. Where any work or deliverable completed before termination is found independently usable and is expressly accepted by the Institute, the Institute may determine and pay its reasonable proportionate value, after adjustment of liquidated damages, losses, additional expenditure, any unadjusted mobilisation advance released under Clause 8.5 and other amounts lawfully recoverable. The aggregate payment, if any, shall not exceed the proportionate value of the accepted work within the total Contract Price. Termination shall be without prejudice to any right or remedy accrued to the Institute before the effective date of termination.
- 11.9 Reservation of Rights:** Acceptance of the Consultant's report or takeover of any part of the campus shall not extinguish or prejudice any right of the Institute in respect of pending work, defects, latent defects, warranties, guarantees, statutory compliance, asset shortage, financial adjustment or any contractual obligation of CPWD, its contractors, consultants, vendors or OEMs.
- 11.10 Governing Law and Resolution of Disputes:** The engagement shall be governed by the laws of India. The parties shall first endeavour to resolve every dispute through written consultation and appropriate administrative escalation. Where the dispute is covered by the Administrative Mechanism for Resolution of CPSEs Disputes or by any other dispute-resolution mechanism mandatorily applicable to the parties, such mechanism shall be followed. In any other case, the parties may, by mutual written agreement, refer the unresolved dispute to mediation or arbitration in accordance with the applicable law. In the absence of such agreement, the parties shall be entitled to pursue their remedies before the competent courts. Subject to any mandatory statutory or Government dispute-resolution mechanism, the courts having territorial jurisdiction over Kalyani, West Bengal, shall have jurisdiction.
- 11.11 Code of Integrity:** The Applicant and the Consultant shall observe the Code of Integrity for Public Procurement prescribed under Rule 175 of the General Financial Rules, 2017, throughout the procurement process and execution of the Contract. Any breach of this Clause may result in rejection of the quotation, termination of the Contract, recovery of loss and such further action as may be permissible under the applicable rules, after affording reasonable opportunity in accordance with law.

**Registrar
IIIT Kalyani**

FORM Q-1 - TECHNICAL BID*(To be submitted on the official letterhead of the Organisation)*

To
The Registrar
Indian Institute of Information Technology Kalyani,
c/o WEBEL IT Park, Block-B, P.O. Kalyani,
Nadia, West Bengal – 741235

Ref: IIITK/ RFQ/26-27/HOTO-01, Dated 21.07.2026

Subject: Submission of Technical Bid for Consultancy Services for Independent Verification of Project Deliverables, Assets and Takeover Readiness of the Permanent Campus of IIIT Kalyani.

Sir,

Having carefully examined the Request for Sealed Quotations, including the Scope of Work, eligibility conditions, instructions, terms and conditions, deliverables, timelines and all other provisions contained therein, I/we hereby submit our quotation and confirm our unconditional, unqualified and irrevocable acceptance of the same in their entirety.

I/We further undertake that, in the event of acceptance of our quotation, we shall perform and complete the assignment strictly in accordance with the RFQ, the representations and commitments contained in our Technical and Financial Quotations, and the Work Order issued by IIIT Kalyani, without raising any reservation, qualification, deviation or additional claim, save and except as may be expressly agreed to in writing by the Institute.

Particular	Information
Name and legal status of Applicant	
Eligible category under Clause 3.1	
Government ownership/control and supporting authority	
Departments/Centres/Consultancy units evidencing capability in Civil, Electrical and Mechanical/Building Services Engineering	
Full address	
Name, designation, contact & email of authorised signatory	
Institutional email and telephone	
Authority under which consultancy may be undertaken	

MANDATORY SIMILAR EXPERIENCE	
Name of qualifying assignment	
Name and status of client organisation	
Nature and scope of consultancy services	
Sanctioned/completed project cost	
Built-up area, where applicable	
Date of commencement and completion	

MANDATORY SIMILAR EXPERIENCE	
Present status of assignment	
Work Order/ agreement & Completion/experience certificate enclosed enclosed	Yes/No

(NOTE: Where more than one qualifying assignment is claimed, additional sheets in the same format may be enclosed. Only assignments supported by the documents prescribed under Clause 3.5 shall be considered.)

Undertaking:

- I/we possess institutional authority to undertake the assignment and accept institutional responsibility for the reports and recommendations;
- I/We fall strictly within an eligible Government/public-sector category under Clause 3.1 and satisfy the institutional competence and multidisciplinary capability requirements prescribed under Clause 3.2;
- I/We are not under any debarment applicable to the present procurement;
- I/We, the proposed Key Professionals and every entity or person proposed to participate materially in the assignment satisfy the independence and conflict-of-interest requirements prescribed under Clause 3.4, and every actual, potential or apparent conflict of interest known to us has been fully disclosed;
- I/We satisfy the Mandatory Similar Institutional Experience prescribed under Clause 3.5, and the assignment particulars and supporting documents furnished by us are true, complete and verifiable;
- I/We certify that our quotation contains no deviation, reservation, qualification, counter-condition or assumption inconsistent with the RFQ. Any condition, qualification or stipulation contained elsewhere in our submission that is contrary to, or inconsistent with, the RFQ shall be treated as withdrawn and shall not bind IIIT Kalyani.
- I/We unconditionally accept the pricing, payment and financial-evaluation provisions of the RFQ;
- all information furnished by us is true and capable of verification; and
- I/we understand that project records may be available only in physical form at the Institute premises; we shall deploy our own professional and supporting personnel and all necessary tools and resources; and we shall not claim reimbursement or additional payment for travel, TA/DA, boarding, lodging, meals, refreshments, local conveyance, manpower, equipment, copying, scanning, documentation or any other incidental expenditure.

PROPOSED KEY PROFESSIONAL TEAM

Position	Name	Qualification	Relevant post-qualification experience	Present designation/ association
Team Leader / Civil Expert				
Electrical Systems Expert				
Mechanical / Building Services Expert				
Any others (make additional rows if required)				

We certify that the above-named personnel have consented to their proposed deployment and shall remain available in accordance with the Work Order. Signed brief CVs of the proposed Key Professionals and institutional confirmation of their availability are enclosed. IIIT Kalyani may seek documentary proof of any qualification or experience where considered necessary.

Authorised Signatory: _____

Name: _____

Designation: _____

Name of Organisation/Institute: _____

Date: _____

Institutional Seal: _____

FORM Q-2 - FINANCIAL QUOTATION
(To be submitted on the official letterhead of the Organisation)

Ref.: IIITK/ RFQ/26-27/HOTO-01, Dated 21.07.2026

Subject: Submission of Financial Quotation for Consultancy Services for Independent Verification of Project Deliverables, Assets and Takeover Readiness of the Permanent Campus of IIIT Kalyani

We hereby quote the following firm lump-sum consideration for complete performance of the assignment in accordance with the RFQ:

Sl. No.	Particulars	Amount
1	Lump-sum professional consultancy fee, excluding GST	₹
2	Applicable GST rate	% / Nil
3	GST amount	₹
4	Total quoted amount inclusive of GST	₹

Total quoted amount inclusive of GST in words: Rupees _____ only.

GSTIN (if applicable): _____

SAC Code, where applicable: _____

We confirm and undertake that:

- the total quoted amount includes the complete cost of professional personnel, institutional overheads, additional manpower, TA/DA, travel, local conveyance, boarding, lodging, meals, refreshments, tools, instruments, equipment, copying, scanning, printing, photography, documentation and every incidental expenditure required for complete performance of the assignment;
- the quoted consultancy fee and total quoted amount shall remain firm during the validity of the quotation and performance of the Contract;
- no payment over and above the total quoted amount shall be claimed, except the cost of an exceptional specialised test separately approved in writing under Clause 6.4;
- the GST rate, classification and tax treatment stated herein are correct under the applicable law;
- where any GST is legally payable directly by IIIT Kalyani under the reverse-charge mechanism or another applicable statutory provision, the same may be considered while evaluating the total financial outgo; and
- statutory deductions and recoveries may be made from the invoice in accordance with the applicable law and the Contract.

Authorised Signatory: _____

Name: _____

Designation: _____

Name of Organisation/Institution: _____

Date: _____

Institutional Seal: _____