



The Institute of Cost Accountants of India
(Statutory body under an Act of Parliament)
CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi
Website: www.icmai.in

Ref. No. Admin /Manpower/06/2018

11th June, 2018

EXPRESSION OF INTEREST FOR EMPANELMENT OF MANPOWER AGENCY FOR SUPPLY OF MANPOWER IN DELHI OFFICE & NOIDA OFFICE OF THE INSTITUTE

The Institute of Cost Accountants of India (herein after called Institute) intends to engage one Manpower Agency to supply manpower for its Delhi office & Noida Office through the Process of Tendering. The Institute and the Agency identified thereby should form parties to the Contract to be signed between the Institute and the selected Agency & the terms and conditions.

1.	Type of work	Supply of manpower
2.	Date of Announcement of Tender	11th June ,2018 (Monday)
3.	Last date for submission of Tender	<i>3rd July, 2018 (Tuesday) at 11:00 AM</i> (The Technical bid and Commercial Bid are to be sealed in separate envelope super-scribing Technical Bid and Commercial Bid respectively)
4.	Date of Opening of Technical Bid	<i>3rd July, 2018 (Tuesday) at 3:00 PM</i>
5.	Date of Opening of Price bids	11th July, 2018 (Wednesday) at 11:00 AM
6.	EMD Amount	Rs.1,00,000/- (Refundable) (To be submitted along with the Technical bid in the form of DD in favor of 'The Institute of Cost Accountants of India', payable at New Delhi) The Bidders who are registered with Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME) are exempted from the submission of Earnst money
7.	Performance Security deposit.	Rs.5,00,000/- (Rupees Five lakhs only) (To be submitted on the award of Contract)
8.	Address of Submission	Tender Box, 3 rd Floor, CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi-110 003.
9.	Mode of Submission of EOI documents	By hand or through post/courier so as to reach before the due date and time. The EOI submitted through courier must mention on the main envelope 'EOI for Empanelment of Manpower Agency'



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10	Contact Person	Ms. Usha Negi , Asst. Director (Admin) Email id : - admin.delhi.ad1@icmai.in Landline: 011-24666141, Monday to Friday during office hours.
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Tender Document to be downloaded from the official website: www.icmai.in

The bidders may visit the office for assessment of the work during working days (Monday to Friday) between 1500 hrs. – 16.00 hrs.

ICAI shall not be liable for any postal delays whatsoever in receipt of EOI documents and EOI received after the stipulated date and time shall not be entertained. EOIs submitted without EMD will be summarily rejected.

GENERAL TERMS AND CONDITIONS FOR EMPANELEMENT

1. The bid shall be submitted in two separate sealed envelope, namely Technical bid (Annexure -1) and commercial bid (Annexure-2). Both of Technical and Commercial bids must be submitted at the same time, in separate sealed envelopes super-scribing the tender no./name/type of bid/name and stamp of the bidder.
2. The Contract is to commence from the date of signing the Contract with the Agency and shall continue initially for a period of three years, unless it is curtailed or terminated by the Institute owing to deficiency of service, substandard quality of manpower deployed, breach of contract, reduction or cessation of the requirement of work.
3. The Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Manpower Company/Firm/Agency/Contractor without the prior written consent of this Institute.
4. The Agency will be bound by the details furnished by it to the Institute, while submitting the tender or at subsequent stage. In case, any of such documents furnished is found to be false at any stage, it would be deemed to be a breach of terms of contract making the firm liable for legal action besides termination of contract.
5. Financial bids of only those Manpower Agencies who are technically qualified shall be evaluated.



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6. Tenders without Earnest money shall be rejected on the spot and will be considered technically unqualified. However, Bidders registered with Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME) are exempted from the submission of Earnst money.
7. Manpower requirement shall be up to 19 persons in different categories.
8. The Agency shall ensure that the manpower deployed in the Institute conforms to the requirements of the Institute in terms of age, qualification, medical fitness, language skills, conduct, antecedents, etc.
9. The working days of the manpower engaged through the Manpower Agency shall be as per the of Minimum Wages rules fixed by the Central Government/NCT of Delhi as applicable from time to time.
10. Canvassing in connection with the tender is strictly prohibited and the tender of anyone resorting to canvassing shall be liable for rejection on that ground alone.
11. The Agency shall engage necessary manpower as required by this Institute from time to time. The said person employed by the Contracting Agency shall be the employee of the Contracting Agency and **it shall be the duty of the Contracting Agency to pay their salary/wages to the staff provided to the Institute in time i.e. before 6th of every month through cheque or ECS transfer only. The proof of such payment to be provided every month at the time of claiming the charges from the Institute.**
12. The Agency shall be liable for due observation and implementation for the Statutory Conditions / requirements of Labour laws as applicable to workman, during the contract period and the Contracting Agency shall issue monthly pay slip indicating the gross wages & deductions made from the gross wages, to all the workmen/workwomen provided to the Institute.
13. Agency must have following valid statutory Registrations wherever applicable.
 - Registration with EPF
 - Registration with ESI
 - Registration under Contract Labour (Regulation & Abolition) Act 1970 and Rules
 - Registration of GST
 - PAN Number.
 - EMD exemption certificate



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14. It is obligatory on the part of the Agency to ensure that wages and overtime paid should not be less than the minimum wages fixed by the Central Govt/NCT Government from time to time. The Institute reserves the right to fix the wages more than the minimum wages fixed by the State Government. All relevant statutory requirements must be incorporated in the amount to be paid to each employee.
15. The Agency shall enter into an agreement with this Institute for supply of suitable manpower as per the requirement of the Institute on specified terms and conditions. The agreement will be valid for a period of three years from the date of signing the agreement and shall continue to be in force in the same manner, unless terminated in writing by either party. The service charges quoted on each employee/per month basis by the contractor shall be fixed for the duration of the contract.
16. However, the agreement can be terminated by either party giving 3 (three) months notice in advance. If the service provider fails to give three months notice in writing for termination of the agreement, three months wages, etc. and any suitable amount due to the service provider from this Institute shall be forfeited in favour of the Institute.
17. That on the expiry of the agreement as mentioned above, the service provider will withdraw all the contract workers and clear their accounts by paying them all their legal dues. In case of any dispute on account of termination of employees or non employment by the workers of the service provider, it shall be the entire responsibility of the service provider to pay and settle the same.
18. The Institute reserves the right to award the contract in full or part to any Tenderer/Applicant without assigning any reasons.
19. The selected vendor should provide the Electronic Challan Cum Return (ECR) in respect to wages, EPF, EPS etc. for each manpower along with the bill every month.
20. The rate shall include all statutory dues like E.P.F., E.S.I., GST, SERVICE CHARGES and Employees Deposit Link Insurance scheme etc.
21. Institute may ask the documentary evidence in respect of payment of statutory liabilities as and when required to be furnished.
22. The quoted rates of offer quoted through tender will be valid for a period of 90 days.



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23. Before award of contract, all original documents will be checked by the Institute and at that time attested photo copies are required to be furnished.

24. In case, tie is observed in the Price Bid, the applicant with greater experience since commencement of the entity will be considered for the award of contract, if otherwise eligible.

If the position of tied bids does not change even after exhausting the above step, then lot shall be drawn between the bidders in a tie and the successful bidder will be decided through this lot.

25. The Institute is not bound to accept the lowest offer and reserves the right to cancel any or all the Tenders without assigning any reasons thereof.

Essential Requirements :

1. The Applicant should not have been blacklisted by any Government/Government Agency during its entire period of existence. Self certification in this regard must be submitted.
2. The Tenderer/Applicant should be a registered organization preferably working in multiple states.
3. The Tenderer/Applicant should have minimum turnover of 50 Lakhs per annum;

Period of Contract:

1. The period of contract shall be three years from the date of award of contract.
2. The Agency shall deploy its resources immediately after the contract is signed.

Cancellation/ Termination of Contract:

1. It is not obligatory on the part of the management to accept the lowest offer, Management may summarily reject any or all the offers against the tender without assigning any reason to the bidders participating in the tender.
2. If at any point of time during the period of contact, it is observed by the Institute that the service rendered by the Contracting Agency are not to the satisfaction of the Institute or any terms of contract are violated, the Institute reserves the right to terminate the contract with immediate



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effect without any notice or compensation thereof and in that case the clause 14 of the EOI shall not apply.

3. Settlement of Dispute

1. All disputes regarding interpretation of the contents of the Agreement or its implementation shall be resolved by Mutual discussion/reconciliation in good faith by the Agency and The Institute of Cost Accountants of India.
2. This Agreement shall be governed by the Laws of India for the time being in force and subject to exclusive jurisdiction of Courts at Delhi.

Financial Terms and Conditions:

1. The Institute can fix CTC per month per job category which in any case shall not be less than the minimum wages prescribed by the Central Government/Govt. of NCT of Delhi. This fixed CTC includes all expenses incurred for each person deployed under specific job category which will be inclusive of all statutory charges.
2. Financial Evaluation would be made on lowest (L1) basis on the basis of service charges quoted by the Tenderer /Applicant.
3. Submission of Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakhs only) by DD or Bank Guarantee in favour of "The Institute of Cost Accountants of India", payable at New Delhi is one of the compulsory condition for the qualification of Technical Bid. The Bidders who are registered with Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME) are exempted from the submission of Earnst money

The DD/BG towards EMD submitted by the unsuccessful bidders will be returned on or before 30 days after the award of the contract. No interest on EMD will be paid by the Institute.

4. (i) Performance Security – To ensure due performance of the contract, Performance Security of Rs.5,00,000/- (Rupees Five lakhs only) to be paid by the successful bidder to whom the contract was awarded. Performance Security may be furnished in the form of an Account Payee Demand Draft or Bank Guarantee from a Commercial bank or online payment.

(ii) Performance Security should remain valid for a period of sixty days beyond the date of completion of one year which will be renewed every year till the contract period of three year.



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(iii) Bid security should be refunded to the successful bidder on receipt of Performance Security.

(iv) The Institute reserves the right to deduct appropriate amount from the security deposited in lieu of any unpaid statutory dues or any other dues. In case of pendency of any dispute related to non- payment/less payment of salary/non compliance of statutory obligations by the Manpower Agency Contractor which may results into financial liabilities for the Institute, in such cases the Institute reserves its right to withhold such performance security deposit for a period beyond 1 year after expiry / termination of the contract or otherwise the amount will be refunded without any Interest.

5. The successful bidder has the liability to pay overtime to the contractual manpower as per rules applicable to central government/Govt. of NCT of Delhi.
6. The Institute expects that the Agency identified through this process of tendering to provide two sets of summer uniform, two sets of winter uniform, one pair of shoes, two pair of socks each year i.e. six set of summer uniform, six set of summer uniform, three pair of shoes and six pair of socks during three years of tenure.

The uniform to be provided to the House keeping staff, MTS, Supervisor & Guards (approx. No. 15). The cost of above needs to be paid out of the services charges payable by the Institute. Under no circumstances it will be charged to the contractual staff or the Institute.

Therefore, the Institute expects the vendors to quote a reasonable service charge to cover this expenses also along with other charges. If the Institute feels that the service charges quoted is not sufficient enough to cover this expenditure along with other expenditure, the Institute reserve its right to declare such party unresponsive and incompetent.

7. The Institute reserves the right to pay allowance and any internal adjustment about the payment to contractual staff which will be instructed to the successful bidder and the successful bidder has the obligation to fulfill the requirement of the Institute.
8. Payment Terms and Condition – The payment of the contract will be made on monthly basis.



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Interested parties may forward their offers/proposals along with the following documents mentioned in Annexure -1 and Annexure-2

To,
The Convener
Tender Committee
The Institute of Cost Accountants of India,
3, Institutional Area,
CMA Bhawan, Lodhi Road,
New Delhi-110 003.

Fully filled up Offers/proposal addressed to the above mentioned may be sent through courier/speed post along with demand draft in favour of the Institute of Cost Accountants of India payable at New Delhi so as to reach on or before 11:00 AM on 3rd July, 2018 at CMA Bhawan , 3 Institutional Area, Lodi road, New Delhi - 110003

Signature /Authorized Signatory



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Annexure -1

INFORMATION SHEET / TECHNICAL BID

**(To be filled in and submitted by the Applicant along with copies of documents
in support of the information furnished by the applicant)**

(To be kept in a Separate envelope Super-scribing Technical Bid)

INFORMATION SHEET			
Sl.	Particulars	Information to be furnished by the applicant	For use By ICAI
01	Name of the Company (Tenderer/Applicant)		
02	Name & contact no. of authorized person to deal with queries & information etc.		
03	Year of Incorporation		
04	Address of Head Office/Regd. Office with telephone no. Fax no. E-Mail . etc.	Address : Tel No. with STD code: Fax no. with STD Code: E-mail address :	



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5.	Address of the other offices/branches With Telephone no. fax no. E -Mail address etc.	Address : Tel No. with STD code: Fax no. with STD Code: E-mail address : Contact Persons with designation: (i) (ii)	
06	Ownership pattern(i.e. proprietary concern/ Partnership firm / Pvt. Ltd. Co. / Public Ltd Co. etc.(with documentary evidence)		
07	Detailed profile of the organization, Manpower, specialization of staff, variety of services etc		
08	Certified copies of all applicable of issuing authority.		
09	Professional Tax R C No		
10	Shops & Establishment Registration No.		
11	Income Tax PAN		
12	GST no.		
13	CIN No. In case of limited company		



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QUALIFYING CRITERIA			
Sl.	Qualifying Criteria	Response of Applicants	For use by ICAI
12.	Turnover in last three financial year as per audited Profit& Loss Account	FY 2016-17 : FY 2015-16 : FY 2014-15 :	
13.	Empanelled as Service Provider (Manpower) with at least three (CPSEs) or State (PSEs) or autonomous body or Central Govt/Depts or State Govt. Depts. and three leading Private Sectors. (with documentary evidence)	CPSEs State PSEs Central Govt/Depts / autonomous body State Govt Depts.	
14.	Full fledged office and infrastructure at New Delhi equipped with all modern facilities viz. telephone, fax, computer, e-mail address, internet etc.		
15.	Whether agreeable to at least 45 days credit payment		
16.	Separate self declaration as to the authenticity of the information/documents		



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DOCUMENTS TO BE SUBMITTED ALONG WITH ANNEXURE – 1

- a) Incorporation Certificate
- b) Last three years Audited Profit & Loss A/c and Balance Sheet
- c) Last three years Income tax return
- d) Last three Service tax/GST return
- e) EPF Registration no. document of Monthly Return submitted for the last two months.
- f) ESIC Registration no. document of Monthly Return submitted for the last two months.
- g) Last three years Experience Certificate from existing principal employer/past principal employer should be enclosed.
- h) List of Arbitration cases (if applicable).
- i) Self certificate regarding Black list/non black listing of company
- j) EMD exemption letter



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Annexure – 2

Commercial Bid

(To be kept in a Separate envelope Super-scribing Commercial Bid)

S. No.	Particulars	Percentage in both word & figures (%)
A	Agency Service Charges – (on CTC)/Person deployed)	

NOTE: The above quote by the Tenderer/Applicant will be used to determine the L1

a)	Agency service charges are towards administration, execution and supervision/coordination of activities/any other expenses as per scope of work.
b)	Please submit a separate sheet indicating the proposed break up of Fixed CTC. The break up should clearly indicate exact components of Govt./Mandatory deductions in CTC.
c)	Fixed CTC included, any contribution of the Institute as a principal employer, towards these govt./mandatory deduction and Institute will not make any additional payments (over and above CTC) on account of any such govt./mandatory deduction.
d)	The salary/ wages, overtime, DA, ESI, PF, Bonus, etc. to be paid as per Government Rules and slabs applicable in Govt. of NCT.

Date _____

Place _____

Signature /Authorized Signatory

Note:

- 1) Self attested copies of certificates / documents in support of the information provided above are must and shall have to be annexed with the Expression of Interest.
- 2) The institute reserves the right to reject any incomplete application without showing any reason.
- 3) The Institute reserves the right not to empanel any party even on fulfilling the eligibility criteria or postpone or cancel the process of empanelment or terminate the empanelment of any party at any time for the Institute without assigning any reasons in this regard.