



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 33 40364777/22521031/1034/1035/1492

Website: www.icmai.in

Ref. LPC/SSB/2024-Q

26th November 2024

EXPRESSION OF INTEREST – CONSULTANCY SERVICE FOR FEEDBACK FOR THE QUESTIONNAIRE FOR THE SURVEY ON STRATEGY MANAGEMENT SYSTEMS FOR SUSTAINABILITY/BRSR/ESG

Applications are invited to offer rate for providing Consultancy Services as per details given below: -

1. Scope of Work:

Consultancy services are required for receiving feedback from various Companies for the Questionnaire developed by SSB for the Survey on Strategy Management Systems for Sustainability/BRSR/ESG.

1.1 Survey Methodology

- 1.1.1 The feedback from the top 1000 Companies who are mandatorily under the framework of BRSR which are listed in the NSE/BSE through proper marketing techniques so that feedback is received at a time bound manner.
- 1.1.2 The compilation of all the information with proper sources of the feedback.
- 1.1.3 The data would be of confidential nature and non-disclosure of any information of such has to be consented with a disclaimer to the Institute.

2. Eligibility:

- 2.1 The bidder should have executed at least three similar work order of same or higher value during the last three years. Copies of work order to be enclosed.
- 2.2 Should have minimum 10 years' experience. Copy of year of incorporation/registration to be enclosed.
- 2.3 Should have undertaken such activities of State/Central Universities, Government Education Boards, PSU, Statutory Bodies. Copies of at least 3 such work need to be enclosed.

Interested vendors may contact CMA Dibbendu Roy, Secretary, SSB, ICMAI at CMA Bhawan, 84, Harish Mukherjee Road, Kolkata - 700025 during office hours 10.30 AM to 5.30 PM on Monday to Friday except National Holidays. E mail ID of CMA Dibbendu Roy is, ssb@icmai.in

3. Instructions for bidders:

- 3.1 **The rates to be offered should include all charges. No other additional payments would be made.**
- 3.2 **Taxes as applicable will be paid extra. Please mentioned the tax rate.**
- 3.3 Bidders shall bear all costs associated with the preparation and submission of its bid.



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4. Terms & Conditions:

- 4.1 Financial bids of only those bidders will be opened who will qualify in the technical bid.
- 4.3 The price quoted by the bidder should remain valid for 90 days.
- 4.4 Period of Contract — **“ONE TIME”** will end automatically on satisfactory completion of contract.
- 4.5 If a firm quotes NIL charges / Consideration/ abnormal charges, the bid shall be treated as unresponsive and will not be considered.
- 4.6 Canvassing in any form in connection with the contract is strictly prohibited.
- 4.7 **L1 will be decided based on the consolidated amount quoted in the darkened boxes of - Total Rs.**
- 4.8 Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- 4.9 Once the order is placed, it will be the vendors' responsibility to make the project functional. Any additional cost incurred for completing the project and for which the vendor has not bid at the time of submission of the final offer will be borne by the vendor.
- 4.10 The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchisee without the prior approval of the Institute.
- 4.11 Institute reserves the right to repudiate the contract and entrust the work to any other third party in the vent of breach of terms and conditions of the agreement or in the event of unsatisfactory performance observed by the Institute.
- 4.12 Institute may ask clarifications if any, during the evaluation and the bidders are expected to respond. Lack of response from them will enable the Institute arrive at its own decision about such bids.
- 4.13 Upon being selected as the successful bidder and being awarded the order, the bidder is expected to reply to all queries / complaints that may be raised by the Institute from time to time.
- 4.14 The participating bidder has to submit this tender document signed and sealed on each page, together with Technical Bid, as acceptance of the terms and conditions mentioned herein.
- 4.15 The order will be placed for the best interest of the Institute.

5. Payments:

- 5.1 No advance payment will be made. Taxes will be extra as applicable.
- 5.2 Payment will be made in electronic mode only within 30 days of submission of bills.

6. Submission of Bids:

Tenders duly signed by the bidder shall be submitted in **two parts in separate sealed envelopes superscribing 'Technical bid' and 'Financial bid'**. Both the envelopes should be put into a third envelope superscribing **“EXPRESSION OF INTEREST” (Bid reference- LTC/SSB/2024-Q)** to be dropped in Tender Box at the ground floor of the Institute on or before **3:00 PM 17th December, 2024** or to be posted at the Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata - 700016.



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FORMAT OF BID

Sl. No.	Details Requested	Details Provided
1.	Name of the Company/ Vendor	
2.	Contact Person & Mobile number	
3.	Full Address of the office with email Address	
4.	Details of GSTN (if applicable)	

Offered rate for point 4. Terms & Conditions

Total Rs. (In words).....Only

Total Rs...../-

Signature of Bidder:

Seal:

Date: