

# **REQUEST FOR PROPOSAL**

**ENGAGEMENT OF AGENCY FOR  
80 HOURS MICROSOFT, CAMBRIDGE AND E-FILING  
ONLINE TRAINING  
FOR THE INTERMEDIATE STUDENTS OF  
THE INSTITUTE OF COST ACCOUNTANTS OF INDIA**



**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA  
12, Sudder Street, Kolkata - 700016  
Phone: +91 033 4036-4753/4036-4763/4036-4755  
Website: [www.icmai.in](http://www.icmai.in)**

No. ICAI/STS//2020-21/07

Date: 11.07.2020

Dear Sir/Madam,

The Institute of Cost Accountants of India (Statutory Body under an Act of Parliament) (herein after referred as "Institute") intends to upgrade the current 100 hours of computer training with Industry Relevant 80 hours **Microsoft, Cambridge and e-Filing online training** for students of the Institute of Cost Accountants of India.

The Institute for the above purpose intends to invite Expression of Interests (EOIs) from interested OEM (Original Equipment Manufacturer) / reputed education partner organizations for upgrading the current 100 hours of computer training with Industry Relevant 80 hours **Microsoft, Cambridge and e-Filing training**. The training programs offered will be to meet the current as well as future skill needs of the respective industry. The training will be imparted for state-of-the-art technology. The training programs will cover the courses that will make the youth employable to meet the industry needs.

The details regarding eligibility criteria, scope of work to be taken up, EOI schedule, terms and conditions and the prescribed application formats are available on the website [www.icmai.com, https://icmai.in/icmai/#Tenders](https://icmai.in/icmai/#Tenders), which may be downloaded for use.

The Agency who is capable of executing the tasks indicated in the EOI may submit their proposals in the manner as prescribed in the EOI on or before 17 hrs of 25<sup>th</sup> July 2020 **(extended up to 30<sup>th</sup> July, 2020)** at the following address:

**The Advertised Tender Committee  
The Institute of Cost Accountants of India  
CMA Bhawan, 12 Sudder Street, Kolkata - 700 016**

The bidders may drop their envelopes (bids) in the Tender Box kept for the purpose on the ground floor of the mentioned address or they may post the sealed envelope at the following address:

**Mr. Suhash Guha (Convener)  
The Advertised Tender Committee  
The Institute of Cost Accountants of India  
CMA Bhawan, 12 Sudder Street, Kolkata - 700 016**

The bid shall be submitted in two separate sealed envelopes, namely Technical bid (Annexure -1) and commercial bid (Annexure-2). Both of Technical and Commercial bids, duly stamped by the bidder, must be submitted at the same time, in separate sealed envelope along with the demand draft for E.M.D., superscribed as "**Expression of Interest (EOI) for Engagement of Agency for 80 Hours Microsoft, Cambridge and E-Filing Online Training for the Intermediate Students of The Institute of Cost Accountants of India**".



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## **DISCLAIMER**

- 1) All information contained in this EOI subsequently provided are in good faith. This EOI is not an agreement or an offer by The Institute of Cost Accounts of India to the prospective applicants or any other person. The purpose of this EOI is to provide interested parties with information that may be useful to them in the formulation and submission of their applications pursuant to this EOI.
- 2) This EOI includes statements, which reflect various assumptions and assessments arrived at by The Institute of Cost Accounts of India in relation to the selection of the agency. Such assumptions, assessments and statements do not purport to contain all the information that each applicant may require.
- 3) The Institute of Cost Accounts of India accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any applicant upon the statements contained in this EOI.
- 4) The Institute of Cost Accounts of India may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this EOI, without assigning any reason or providing any notice and without accepting any liability for the same.
- 5) The issue of this EOI does not imply that The Institute of Cost Accounts of India is bound to select an applicant or to appoint the selected applicant, as the case may be. The Institute of Cost Accounts of India reserves the right to cancel this request for EOI and/ or invite afresh with or without amendments to this request for EOI, without any liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is merely indicative.

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## **1. Introduction**

The Institute of Cost Accountants of India (erstwhile The Institute of Cost and Works Accountants of India) was first established in 1944 as a registered company under the Companies Act with the objects of promoting, regulating and developing the profession of Cost Accountancy. The Institute of Cost Accountants of India is a premier, dynamic, vibrant professional institution actively associating itself in the industrial and economic development of the nation. The Institute of Cost Accountants of India set up by an Act of Parliament to develop and regulate the profession of Cost Accountancy in the country. It is the only licensing cum regulating body of Cost Accountancy profession in India. It recommends the Cost Accounting Standards to be followed by companies in India to which statutory maintenance of cost records applicable. ICAI is solely responsible for setting the auditing and assurance standards for statutory Cost Audit to be followed in the Audit of cost statements in India. It also issues other technical guidelines on several aspects like Internal Audit, Management Accounting etc. to be followed by practicing Cost Accountants while discharging their services. It works closely with the industries, various departments of Government of India, State governments in India and other Regulating Authorities in India e.g. Reserve Bank of India, Insurance Regulatory and Development Authority, Securities and Exchange Board of India etc. on several aspects of performance, cost optimization and reporting.

Today in this disruptive world technology is deep rooted in everything that we do. The pace at which technology is evolving is extremely fast. For example, what in yesteryears technology used to evolve in a decade is now see to evolve in less than a year. Keeping that in the mind our institutes needs to quickly adopt to the latest technology so that our CMA are made Ready-to-Deploy in the industry.

Keeping all these in mind, ICAI is working out on a plan to upgrade the existing 100 hours of Computer Training in CMA Intermediate Course with more updated and robust 140 hours of Training of which 80 hours would be of Industry relevant office tools and soft skills. Globally most deployed office tools are Microsoft Word, PowerPoint & Excel, globally renowned Cambridge University Press for Soft Skills and Employability Skills and upgrade e-Filingcourse are planned to be included as replacement of the existing 100 hours of computer training and communication & soft skill training. In the present world online platform for training is most preferred and SAP Learning Hub is the ideal solution wherein a Student can access all these contents online and on any delivery platform.

## 2. Inviting Proposals

Considering the niche and high value nature of Microsoft office (Word, PowerPoint & Excel), Globally renowned Cambridge University Press for Soft Skills and Employability Skills and upgraded e-Filing Course, ICAI intends to engage with OEM / reputed Partners/Agency and invites Expression of Interest in sharing these contents for CMA Students. This program will be implemented by ICAI and OEM / reputed partners through joint collaboration as per terms of engagement mutually agreeable to both sides.

<b>Information</b>	<b>Details</b>
EOI No.	<b>ICAI/EOI/STS/2020-21/07</b>
EOI Issuing Date	<b>11-07-2020</b>
Website	<a href="http://www.icmai.in">www.icmai.in</a>
Email address	Finance.dd2@icmai.in
Last Date of Submission of EOI	25 <sup>th</sup> July, 2020
Date of Opening of EOI	27 <sup>th</sup> July 2020
Mode of Submission	Two separate sealed envelopes, namely Technical bid (Annexure-1) and Commercial bid (Annexure-2). Both of Technical and Commercial bids, duly stamped by the bidder, must be submitted at the same time, in separate sealed envelope along with the demand draft for E.M.D., superscribed as <b>“Expression of Interest (EOI) for Engagement of Agency for 80 Hours Microsoft, Cambridge and E-Filing Online Training for the Intermediate Students of The Institute of Cost Accountants of India”</b> E-mail with password protected documents will also be entertained
Financial Bid opening date	Will be intimated later
Contact person for any assistance	Mr. Suhash Guha
Address for submission of EOIs	<b>Mr. Suhash Guha (Convener) The Advertised Tender Committee The Institute of Cost Accountants of India CMA Bhawan, 12 Sudder Street, Kolkata - 700 016</b>

### **3. Objectives of the Program**

- a) The underlying objective is to provide Microsoft Word, PowerPoint & Excel, globally renowned Cambridge University Press for Soft Skills and Employability Skills and upgraded e-Filing training to the Intermediate CMA students enabling for them a better, global, and long-term career.
- b) The content of these courses to be hosted on SAP Learning Hub Platform
- c) Microsoft Word, PowerPoint & Excel, Cambridge University Press for Soft Skills and Employability Skills and upgraded eFiling course to be imparted to CMA Intermediate students. These courses along with other courses for upgrading the existing 100 hours of Computer Training and communication & soft skill training with more industry relevant and student focused program. These courses are to be hosted on SAP Learning Hub platform enabling the students to easily access all the contents. In the current Pandemic situation, it is preferable that all the contents can be accessed from anywhere online. These course content to be shared in hardcopy for future reference of the students. These courses will be able to create a skilled talent pool that will enhance the employability skills of students and enable them to compete for the needs of Industries in India and around the World.

### **4. Instructions to Applicants**

- a) Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected. Applicant must:
  - I. Include all documentation specified in this document.
  - II. Follow the format, specified in this document and respond to each element in the order as set out in this document.
  - III. Comply with all requirements as set out in this document.
- b) Proposals received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained
- c) The Proposals submitted by telex/telegram/fax etc. shall not be considered. No correspondence will be entertained on this matter
- d) ICAI will not be responsible for any delay or non-receipt or non-delivery of the Expression of Interests. No further correspondence on this topic will be entertained.
- e) ICAI has the right to modify and amend any of the stipulated conditions / criterion depending upon project priorities and exigencies
- f) Proposals can be submitted by a single institution imparting technical/professional education to students or by a group of institutions involved in providing technical/professional education to students -provided that, at least 2 directors / trustees of the entities currently hold responsible positions in all the educational entities which are identified as a member of the group.
- g) Earnest Money amounting to Rs. 3,00,000/- (Rupees three lakhs Only) in form of



Demand Draft drawn in favor of "THE INSTITUTE OF COST ACCOUNTANTS OF INDIA", payable at Kolkata should be submitted along with the proposal. The EMD amount of unsuccessful bidders will be returned within 30 days, without any interest.

- h) The EMD of the successful bidder will be converted into security deposit and it would be part of the performance security as mentioned in point no. i. below. The performance security would be retained by the Institute for a minimum of the contract period. The Institute reserves the right to deduct appropriate amount from the security deposited in case of any dispute arising out of the contract.
- i) Performance security in form of Bank guarantee to the extent of 5% of the value of the contract from any Commercial Bank, must be provided by the successful Applicant to the Institute on signing of the contract. This Bank guarantee is revocable by the Institute in case of any dispute arising from major deviation from mutually agreed delivery parameters. This Performance security will be valid till the duration of the contract.
- j) 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 effect
- k) The contract shall be initially for a period of 2 (two) years from the date of signing of contract.
- l) The contract may be renewed further after the initial period of 2 years subject to satisfactory performance of the Partner and with the mutual consent of both parties.
- m) 50% advance amount on 20,000 licenses shall be released by ICAI to the successful bidder on signing of the contract / agreement. Balance 50% shall be released after the 1<sup>st</sup> lot is exhausted or the next session begins, whichever is earlier.

#### **5. Compliant Proposals/ Completeness of Response**

Applicants are advised to study all instructions, forms, terms and conditions, requirements and other information in the document carefully. Submission of the EOIs shall be deemed to have been done after careful study and examination of the document with full understanding of its implications.

Failure to comply with the requirements of this paragraph may render the EOI as non-compliant and the EOI may be rejected.

Applicants must:

- a) Include all documents specified in this EOI;
- b) Follow the formats of this document and respond to each element in the order as set out in this document;
- c) Comply with all requirements as set out within this document.

## 6. Desirable Criteria for Participating in the EOI

Group or Organization wishing to participate in the EOI is expected to satisfy the following desirable criteria. The process will be based on the supporting documents submitted as mentioned in the below table.

Sl.	Clause	Documents Required	Compliance Y/N
1	Applicant should have a minimum 5 (Five) years of business experience as on 30 <sup>th</sup> June, 2020	Self-attested copy of Certificate of Incorporation/ Registration	
2	Applicant should be operating in India for a minimum of 5 (Five) years	PAN Card Copy	
3	Applicant should be in the field imparting skill development /Vocational programs/higher education with a minimum of 5 (Five) years	Self-attested copy with details	
4	The average annual turnover of the agency for the preceding 3 financial years should be at least Rs.2 crores.	Self-attested copy of Financial Statements for the preceding 3 Financial years.	
5	Applicant should be only a skilling/Education or training dedicated business entity/group	Self - Certificate	
6	Applicant should have experience of working with at least 1 (One) Government University / Institute recognized by Statutory body	Work Orders / MoUs / Completion Certificates	
7	Should have a minimum of 50 Training customers	Self-attested copy with list of all customers with address	
8	Applicant should be the OEM or OEM approved Partner, with active association	Self-attested copy of Partnership initiation	
9	Applicant should not have been blacklisted at any time by any Central Government / State Government / PSU in the past	Self-Certificate	
10	Conflict of Interest	Bidder should submit undertaking that no conflict of interest shall arise in case of selection of Applicant for execution of scope of work	

## **7. Submission of EOI**

The EOIs need to be submitted as per the formats enclosed in **Annexure - I**. The EOI document along with all supporting documents and certificates shall be submitted in a sealed cover, in two separate sealed envelopes, namely Technical bid (Annexure -1) and commercial bid (Annexure-2). Both of Technical and Commercial bids, duly stamped by the bidder, must be submitted at the same time, in separate sealed envelope along with the demand draft for E.M.D., superscribed as **“Expression of Interest (EOI) for Engagement of Agency for 80 Hours Microsoft, Cambridge and E-Filing Online Training for the Intermediate Students of The Institute of Cost Accountants of India”**

The EOIs shall be supported by the documents as listed in Annexure - I.

- a) While preparing the EOI, the applicant is expected to examine this document in detail. Material deficiencies in providing the information requested in the document may result in rejection of the EOI.
- b) The applicants shall bear all costs associated with the preparation and submission of their EOIs and ICAI shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- c) ICAI is not bound to accept any EOI and reserves the right to annul the selection process at any time prior to the selection.
- d) The EOI shall be signed in original and stamped on each page.
- e) If the envelopes and packages with the EOI are not sealed and marked as required, ICAI shall assume no responsibility for the misplacement, loss or premature opening of the EOI.
- f) The EOI or its modifications must be sent to the address indicated of the ICAI in this EOI and must be received by ICAI no later than the deadline indicated there in or any extension to this deadline. Any EOI or its modification received by ICMAI after the deadline shall be declared late and rejected.
- g) The EOI shall be valid for a minimum period of 30 days from the last date of submission of the EOI

## **8. Method of Selection of Industry Partner(s)**

- a) A Tender Committee constituted by the ICAI shall carry out a detailed evaluation of the EOIs received by it in order to determine whether they are substantially responsive to the requirements set forth in the EOI. The evaluation process will have technical evaluation & financial evaluation.
- b) The Tender Committee members will assess the original copies of all documents (signed and stamped) as in the original soft copy of the proposal as submitted through email and presentations of the Applicant on specific parameters related to their capacity to deliver.
- c) Sanction of contract/empanelment will be done by the Tender committee after assessing documents submitted and presentation
- d) Inability to submit requisite supporting documents/ documentary evidence, may lead to rejection.
- e) The Tender Committee may ask to seek clarifications on their EOIs from the Applicant.

- f) The Tender Committee reserves the right to reject any or all proposals on the basis of any deviations. Empanelment of Applicant will be done solely at the discretion of the Tender Committee.
- g) The Tender Committee/ICAI reserves the right to decide on the number of agencies to be empaneled/courses in which agencies maybe empaneled and the number of colleges allocated at its sole discretion.
- h) ICAI reserves the right to accept or reject any EOI, and to annul the evaluation process and reject all proposals at any time prior to sanction of contract, without thereby incurring any liability to the affected proposal or Applicant.
- i) Each of the responses shall be evaluated as per the criteria and requirements specified in this document at **Annexure - III**.
- j) The qualifying score in the evaluation is 60 out of the total score of 100.

**Financial Bid will be opened for those Applicants who are qualified in the technical evaluation.**

No correspondence shall be entertained outside the process of negotiation/ discussion with the Tender Committee.

## **9. Disqualification**

The EOI would be disqualified at any time during the evaluation process at the sole discretion of the ICAI for the following reasons:

- a) Submitted the EOI after the response deadline;
- b) Made misleading or false representations or suppressed relevant information in the EOI (including documents, forms, statements, attachments, presentations, etc.) submitted as proof of the eligibility requirements or as part of the EOI;
- c) Failure to meet any of the eligibility criteria as mentioned in the document;
- d) Failure to provide clarifications, non-responsive and/or substantive responses, when sought;
- e) Debarred/ Blacklisted by any Government/ Semi Government/ Government owned Agency including Quasi-Government Sector Organization for corrupt, fraudulent practices or reasons related to non- performance in an engagement on the date of opening of EOI. Please use the format provided in the annexure.
- f) Found to be have conflict of Interest for this assignment.
- g) On any other ground as may be deemed fit by ICAI.

## **10. Confidentiality**

- a) From the time the EOIs are opened to the time the selection is declared, the applicant should not contact ICAI on any matter related to its EOI evaluation. Information relating to the evaluation of EOI and award recommendations shall not be disclosed to the applicants who submitted the EOI or to any other party not officially concerned with the process, until the publication of the selection declaration.

- b) Any attempt by the shortlisted applicants or anyone on behalf of the applicant to influence improperly the client in the evaluation of the EOI or agreement award decisions may result in the rejection of its EOI.

### **11.Scope of Work/ Responsibilities of the Agency**

The Agency shall be responsible for –

- a) Providing Standard Microsoft Word, PowerPoint & Excel (40 hours), Globally renowned Cambridge University Press for Soft Skills (20 hours) and Employability Skills and upgrade e-Filing training module(20 hours) forCMA Intermediate Students of ICAI; total online training module will comprise 80 hours of world class training facility
- b) E-Filing Training Module will cover the following topics:
  - Online PAN Application
  - E- Filling of Return Income Tax
  - E- Filling of Tax Deducted at Source / Collected at Source (TCS / TDS)
  - GST (Goods & Service Tax)
  - E- Filling Duty of – Customs Duty
  - E- Filing of Return – ESIC
  - E- Filing of Return – PF
  - Digital Signature
- c) ICAI will order minimum 20,000 licenses per order each year during the period of contract and each order of 20,000 licenses will be utilized in two lots (Aug – Jan session and Feb – July session) wherein 10,000 licenses will be utilized in each lot. However, the license will be activated for 1 year duration only when the student gets registered with the Institute and the Institute send details to the agency
- d) Provide digital Joint Course Completion Certificate to students successfully completing the course
- e) Design, develop, and implement Continuous Progressive Online MCQ based Assessments, with one assessment after every 20 hours of learning
- f) The courses need to be hosted in SAP learning Hub Digital platform
- g) Should conduct online enablement sessions on usage of SAP Learning Hub to all the faculty members. This session to be conducted region wise to ensure that faculty in all the centers are enabled on SAP Learning Hub
- h) Training the Trainers: The agency shall be responsible for providing support in enabling the faculty by conducting train the trainers to ICAI faculty members online. Faculty shall take these courses themselves and trainers to be made available online for clarification of any doubts
- i) ICAI commits to provide ready-to-use Infrastructure and expects the industry partner to provide the complete model (course structure, offerings, execution methodology, self-sustainability model etc.) for holistic advance skill development of the said students.

### **12.Right to Accept any EOI and to Reject any or All EOIs**

ICAI reserves the right to accept or reject any EOI and to annul the evaluation process and reject all EOIs at any time prior to award of contract, without liability or any obligation and without assigning any reason or any obligation to inform the affected EOIs or applicants of the grounds for ICAI action.

### **13. Financial Terms and Conditions**

- a) Financial Evaluation would be made on lowest (L1) basis on the basis of service charges quoted by the Tenderer/Applicant.
- b) 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.
- c) Earnest Money amounting to Rs.3,00,000/- (Rupees three lakhs only) in form of Demand Draft drawn in favour of "THE INSTITUTE OF COST ACCOUNTANTS OF INDIA", payable at Kolkata should be submitted along with the proposal. The EMD amount of unsuccessful bidders will be returned within 30 days, without any interest.
- d) The EMD of the successful bidder will be converted into security deposit and it would be part of the performance security as mentioned in point no.(e) below. The performance security would be retained by the Institute for a minimum period of 6 month (s) after expiry/ termination of the contract. The Institute reserves the right to deduct appropriate amount from the security deposited in case of any dispute arising out of the contract.
- e) Performance security in form of Bank guarantee to the extent of 5% of the value of the contract from any Commercial Bank, has to be provided by the successful tenderer to the Institute on signing of the contract. This Bank guarantee is revocable by the Institute in case of any dispute arising from major deviation from mutually agreed delivery parameters.
- f) 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 effect without any notice or compensation thereof.
- g) In case of breach of any of terms and conditions mentioned in this tender document or contract, the concerned Committee will have the right to cancel the work order without assigning any reason thereof and to impose penalty to the tune of 50% of the tender value and the security deposit shall also stand forfeited. An agreement between the Institute and the vendor shall be signed in this regard.

### **14. Signing of Agreement**

Upon selection, an agreement shall be executed between ICAI and the Partner as per mutually agreed terms.

### **15. Settlement of Dispute**

- a) 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.
- b) 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/Kolkata.

### **16. Time Schedule**

The Agency who is capable of executing the tasks indicated in the EOI may submit their proposals in the manner as prescribed in the EOI on or before 17 hrs of 25<sup>th</sup> July 2020 at the following address:

**Mr. Suhash Guha (Convener)**  
**The Advertised Tender Committee**  
**The Institute of Cost Accountants of India**  
**CMA Bhawan, 12 Sudder Street,**  
**Kolkata - 700 016**

The bid shall be submitted in two separate sealed envelopes, namely Technical bid (Annexure -1) and commercial bid (Annexure-2). Both of Technical and Commercial bids, duly stamped by the bidder, must be submitted at the same time, in separate sealed envelope along with the demand draft for E.M.D., superscribed as "**Expression of Interest (EOI) for Engagement of Agency for 80 Hours Microsoft, Cambridge and E-Filing Online Training for the Intermediate Students of The Institute of Cost Accountants of India**" on the envelope.

#### **Submit your Queries**

You are requested to ask for any query related to this EOI through e-mail at [finance.dd2@icmai.in](mailto:finance.dd2@icmai.in). No phone calls will be entertained in this regard.

**Annexure - I****APPLICATION FOR EXPRESSION OF INTEREST (EOI)****APPLICANT ORGANISATION DATA FORMAT**

Date of submission of application: \_\_\_\_\_

Details of the Applicant	
1	Name of the Applicant
2	Head Office Address
3	Status of the firm (Whether Proprietorship/ Partnership Firm/ Private Limited Company/ Section-8 Company/ Section-25 Company (old companies Act - Companies Act,1956)/ Public Limited Company/ Society/ Trust/ Association)
4	Details of Incorporation/Registration of the firm
5	Details of Commencement of Business
6	GST registration no.
7	Permanent Account Number (PAN)
8	Name & Designation of the contact person to whom all references shall be made regarding this EOI
9	Telephone No. (with STD Code)
	Email and Mobile no. of the contact person:
11	Website
12	Past experience in providing services similar to the requirements described in this document (Nature of work and No. of years) (MoUs/Work orders to be attached)
13	Total No. of Students Trained in last two (2) years in the proposed course (for each course)
14	Total number of Training Centers in the Country

1. Financial Quote envisaged for the Project (in separate sealed envelope)
2. Please attach following documents also with the application:
  - a) Copy of PAN Card copy of the partners
  - b) Copy of GST Registration Certificate.
  - c) Registration Certificate/Certificate of incorporation
  - d) Certificate of commencement of Business issued by the Registrar of



Companies

e) Memorandum and Articles of Association.

I hereby declare that all the information and statements made in this EOI are true and accept that any of our misrepresentations contained in it may lead to our disqualification.

I hereby further declare that our company has not been debarred/ blacklisted by any Government/ Semi Government/ Government owned Agency including Quasi-Government Sector Organization.

I certify that I am the competent authority in my company authorized to make this declaration.

Yours sincerely,

Authorized Signatory [In full and initials]:

Name and Title of Signatory:

Company/ Organization Seal

Date:

Place:

## Annexure - II

### FORMAT TO SHARE THE PROPOSED METHODOLOGY

The applicant should mention their Solution Approach and Methodology of Program Delivery in not more than 200 words. The Applicant is also expected to share the use of Tools, Best Practices, Lessons Learnt while imparting similar programs for the students for skilling in Microsoft and Cambridge soft skills. The applicant is also expected to share the time plan for the launch of the program as well as a typical time line for a batch from start to finish. The applicant is also expected to share its Team structure, composition, review mechanism, MIS reporting and Risks that the applicants foresee & possible mitigation approach to be adopted by the applicant.

**All the above points should be explained in not more than 200 words.**

Areas of Explanation	Information from the Applicant
Solution Approach & Methodology	
Tools / Best Practices / Lessons Learnt in the past	
Team Structure Composition / Review Mechanism / MIS Reporting / Risks & Mitigation	

**FINANCIAL BID FORMAT**

Quotes submitted in accordance with the scope of work and terms & conditions mentioned above

<b>Work Assigned</b>	<b>Cost (in Rs.) per user</b>
Cost of License per student for <b>Microsoft Office (40 hours) &amp; Cambridge (20 hours) online training modules for 20000 users including Certification</b>	
Cost of <b>e-Filing online training modules(20 hours) for 20000 users including Certification</b>	

**Total Cost per Student =**

**In words**

(.....only)

\*Taxes Applicable should be extra.

**Annexure - IV**

**FORMAT FOR EVALUATION OF EOI**

Sl. No.	Criteria	Maximum Marks	Marks Obtained	Remarks
1	<b>Years of business experience:</b> a) Between 0 to 5 years: 5 marks b) Between 5 to 10 years: 10 marks c) Above 10 years: 15 marks	15		
2.	<b>Years of experience in imparting skill development /Vocational programs/higher education</b> a) Between 0 to 5 years: 5 marks b) Between 5 to 10 years: 10marks c) Above 10 years: 15 marks	15		
4	<b>Authorization letter from the OEM/OEM Partner</b> a) 1 OEM - 5 Marks b) 2 OEM - 10 Marks	10		
5	<b>Association with recognized universities/institutes/colleges for any OEM Skill training for students</b> a) Between 3 to 5 nos.: 5 marks b) Between 6 to 10 nos.: 10 marks c) Above 10 nos.: 15 marks	15		
6	<b>Number of Skill Training center customers</b> a) Between 1 to 10 - 5 marks b) Between 11 to 50 - 10 marks c) More than 50 - 15 marks	15		
7	<b>Number of OEM CoE set up in Government Organization</b> a) Between 0 to 2 no.: 10 marks b) For every additional CoE setup 1 mark each to a maximum of 15 marks	15		
8	<b>Average annual turnover (last 3 financial years i.e. 2016-17, 2017-18 &amp; 2018-19):</b> a) Between Rs.2 Crores to Rs.5 Crores: 10 marks b) For every Rs.1 Crore above Rs.5 Crores: 1 mark for each up to maximum of 15 marks	15		

**Note:**

1. Applicant should submit documentary evidence to be eligible for award of points in each category.
2. For the calculating years of experience and turnover the experience and turnover of Group / Trust / Society / Association in the business line of Education and Skill Development shall be considered

**SELF-DECLARATION FOR NOT BEING BLACKLISTED**

(The Declaration Letter is to be submitted by Company Secretary/Authorized Representative and Signatory on Company's Letterhead with his/her dated Sign and Seal)

To,

The Institute of Cost Accountants of India  
CMA Bhawan,  
12, Sudder Street,  
Kolkata - 700016

In reference to the EOI No dated ..... as a representative(s) of .....(name of the applicant's organization), I/We hereby declare that our organization..... is having unblemished past record and was not declared blacklisted or ineligible to participate for bidding till the time of submission of response to this EOI by any State/Central Govt. or PSU due to unsatisfactory performance, breach of general or specific instructions, corrupt/fraudulent or any other unethical business practices.

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)