



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 033 2252 1031 / 1034 / 1035, 2252 1492 / 1602 FAX +91 33- 2252 1026

Website: www.icmai.in

Local Purchase Committee

Ref. LPC/Infrastructure/Consultant for Budgetary Cost Estimate/2022

28.08.2022

EOI for Empanelment of consultant /architect/civil engineer for preparation of budgetary cost estimates for phased manner construction of new building at mouza - Reckjoani, Rajarhat,Kolkata, within action area-IIB of WBHIDCO under police station – New Town Rajarhat

Brief on The Institute of Cost Accountants of India

Objective

- To develop the Cost and Management Accountancy function as a powerful tool of management control in all spheres of economic activities.
- To promote and develop the adoption of scientific methods in cost and management accountancy.
- To develop the professional body of members and equip them fully to discharge their functions and fulfil the objectives of the Institute in the context of the developing economy.
- To keep abreast of the latest developments in the cost and management accounting principles and practices, to incorporate such changes are essential for sustained vitality of the industry and other economic activities.
- To exercise supervision for the entrants to the profession and to ensure strict adherence to the best ethical standards by the profession.
- To organise seminars and conferences on subjects of professional interest in different parts of the country for ideas for professional growth.
- To carry out research and publication activities covering various economic spheres and the publishing of books and booklets for spreading of professional interest to members in industries, education and commercial units in India and abroad.

Present Infrastructure

The Institute is having its Headquarters at Kolkata and Corporate Office at Delhi along with 4 Regional Council Offices at Kolkata, New Delhi, Mumbai and Chennai and 116 Chapter Offices on PAN India Basis.

Description and Measurement of vacant land purchased by the Institute at Mouza- Reckjauni, Block & P.S. – Rajarhat, Dist.-24 Paraganas(North), West Bengal

Institute purchase plots of land at Mouza Reckjoani, Rajarhat, Kolkata within Action Area II of WBHIDCO under Police Station – New Town, Rajarhat for setting up of the 2nd campus of the Headquarters of the Institute at Kolkata. These plots of land are not purchased from WBHIDCO by the Institute.

Location of the Properties

The location is within Mouza – Reckjauni, Police Station – Newtown, Rajarhat adjacent to WBHIDCO Action Area – IIB. The location is surrounded by wide roads and pieces of and owned by reputed organisation. The total of around 6 Bighas partially underdeveloped land out this total land 0.94 Acre has been acquired by



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the Institute in the year 2013. The entire area is surrounded by some private plots and land of WBHIDCO. Access is available by 20ft approach road [WBHIDCO Street No.542] emanating from Four-Lane Bye Lane on eastern side and from 20ft wide municipal corporation road on west part. On eastern part a small stretch of vacant land, more or less levelled area is available under the control of WBHIDCO which have been already acquired by the Institute from WBHIDCO on an easement right basis for frontage/road access. This land is close to Nawabpur Crossing and Eco Tourism Park; the subject location is about 3 to 5 minutes' walk from this land mark point.

The entire area as stated above is butted and bounded as stated below:

On the North	:	Land of WBHIDCO and Four-Lane road way
On the South	:	Four Lane Road Way
On the East	:	Land of WBHIDCO and Four-Lane road way
On the West	:	Other's private land and thereafter 20ft. wide Municipal Corporation road.

Description of the Properties

The subject location is on the Eastern side of the sixth way traffic starting from Nawabpur crossing on Eco Tourism Park side of the VIP Road in the direction of Kolkata Airport via City Centre - 2. The surrounding land on three sides of the subject location belongs to WBHIDCO.

However, since the area surrounded this location is already developed with the large number of residential complexes, prices of the land is escalating with the passage of time. There are number of multiplexes area already completed around Eco-Tourism Park and a number of similar projects are in progress.

Total land area measuring around 6 Bigha, out of this area 0.94 Acre already acquired and Mutation also completed with BL & RO, Rajarhat.

Description of the land as per the land Parcha Report, BLRO, Rajarhat, Govt. of WB

Particulars	Present Status of the Institute's land	DAG NO.	Area of Land of the Institute under each DAG No. (in Acre)
Individual DAG No. & Area of land under respective DAG No.	Commercial Bastu	3359	0.02
		3360	0.03
		3361	0.01
		3362	0.47
		3369	0.38
		4989	0.03
Sub-total	(A)		0.94
Land from WBHIDCO on Easement Right Basis	(B)		0.13



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Grant Total	(A+B)		1.07
1ST Phase of Construction of the Proposed Building of INSTITUTE			
SL No	Particulars	Plot No.3362	Plot No.3369
		Approx. Area (Sq Mt)	
1	Basement	1130	890
2	Ground Floor	910	685
3	1 ST Floor	910	685
4	2 nd Floor	910	685
5	3 rd Floor	910	685
6	Sub-Station	150	150
7	Pump Room	50	50
8	Security Rooms	1 No	1 No
9	Area of Land	1862.91	1542.82

IMPORTANT INSTRUCTIONS TO APPLICANTS

Unless the context otherwise requires, the term '**Institute**' wherever used in this document, shall mean 'The Institute of Cost Accountants of India' or 'INSTITUTE'.

1. Applications are invited from interested bidders fulfilling the eligibility criteria as laid down herein for Appointment of Consultant/ Architect for preparation of budgetary Cost Estimates for INSTITUTE's proposed institutional building in phased Manner CONSTRUCTION OF NEW BUILDING OF "THE INSTITUTE OF COST ACCOUNTANTS OF INDIA" AT MOUZA - RECKJOANI, RAJARHAT, KOLKATA, WITHIN ACTION AREA-IIB OF WBHIDCO UNDER POLICE STATION – NEW TOWN RAJARHAT.
2. The application form, the eligibility criteria and the detailed time schedule is available in the "Tender" section on INSTITUTE's website www.icmai.in
3. Prospective bidders are required to submit their full bio-data / profile details about themselves / their organization, experience. Technical and Financial Bid must be submitted in a sealed envelopes clearly super scribing the envelope as "**EOI FOR EMPANELMENT AND APPOINTMENT OF CONSULTANT /ARCHITECT/CIVIL ENGINEER FOR PREPARATION OF BUDGETARY COST ESTIMATES FOR PHASED MANNER CONSTRUCTION OF INSTITUTE'S PROPOSED INSTITUTIONAL BUILDING AT MOUZA - RECKJOUANI, RAJARHAT, KOLKATA, WITHIN ACTION AREA-IIB OF WBHIDCO UNDER POLICE STATION – NEW TOWN RAJARHAT.**" addressed to "**The Convener, LPC, The Institute of Cost Accountants of India**" and sent at the address given below either by registered post/speed post / or may be dropped in the tender box placed so as to reach on or before **3.00 p.m. on 4th September, 2022** at CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.
4. Applications received after the stipulated date and time shall not be entertained. The INSTITUTE shall



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not be liable for any postal delays whatsoever and applications received after the stipulated time/date are liable to be rejected summarily without giving any reason.

5. In case of incomplete submissions, INSTITUTE shall be under no obligation to give the applicant an opportunity to make good such deficiencies and INSTITUTE may at its discretion treat such applications as incomplete and not consider for further evaluation.
6. The sealed applications are to be submitted on the business letterhead of the applicant duly stamped and signed and dated on each page. Details/supporting documents wherever applicable, if attached with the application should be duly authenticated by the applicant. No over writings shall be accepted unless authenticated with full signature of the applicant.
7. If the space in the Performa is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part for the Performa and serially numbered.
8. Joint Venture/consortia of firms/companies shall not be allowed to participate in the EOI process.
9. The INSTITUTE reserves the right to accept any or reject all the applications without assigning any reasons whatsoever.
10. Before submitting application, the applicant may visit the **Plot No. of land under DAG No. 3369, 3359, 3360, 3361, 3362, 4989** at Mouza - Reckjoani, Rajarhat within Action Area-IIB of WBHIDCO under Police Station –**RAJARHAT, KOLKATA** admeasuring **1.07 Acres**.
11. As time is the essence of a contract, the ability and competence of the applicants to render required services within the specified time frame, will be a major factor while deciding the selection of the Architect.
12. The application shall be signed by the person(s) on behalf of the organization having necessary Authorization/ Power of Attorney. Each page of the EOI shall be signed by the authorised person.
13. If the space in the Performa is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the part of the Performa and serial number. Separate sheets shall be used for each part of the application.
14. The applicant shall be based in Kolkata or have registered office at Kolkata.
15. Services to be rendered by the Architect (in brief)
 - To adhere latest CPWD documents for preparation of budgetary Cost Estimates.



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16. Applications containing false and/or incomplete information are liable for rejection. The INSTITUTE may obtain the Confidential Reports from the clients of the applicant to check the authenticity of credentials.
17. Decision of the INSTITUTE in regard to selection of the Architect/Civil Engineer shall be final and binding.
18. Selection of Consultant / Architect for the project will be based on the evaluation criteria fixed by the INSTITUTE.
19. The fee shall be firm and fixed during the period of contract and no escalation in fees shall be allowed.
20. For any queries, the applicants/bidder send email at email id: infrastructure.hod@icmai.in.
21. INSTITUTE may, for any reason whether at its own initiative or in response to the clarification requested by the prospective applicant, issue amendment in the form of addendum during the Bidding period and subsequent to receiving the applicant. Any addendum thus issued shall become part of EOI document and applicant shall submit 'original' addendum duly signed and stamped in token of his acceptance.
22. For addendum issued during the EOI period, applicant shall consider the impact in his applicant. For addendum issued subsequent to receiving the application, applicant shall follow the instructions issued along with addendum with regard to submission of impact on quoted price/revised price, if any.
23. ***Total fees for this one-time assignment is limited to Rs. 25,000/- inclusive of GST and delivery of services as specified under the scope of work to be delivered within 7 days positively from the date of receiving the LOI/Work order.***

24. REPRESENTATIONS AND WARRANTIES:

The applicant Service Provider represent and warrants to INSTITUTE that:

- a) It is duly organized and validly existing under the laws of India, and has full power and authority to execute and perform its obligations under this EOI document and to carry out the transactions contemplated hereby;
- b) In providing the Services, it shall use reasonable endeavours not to cause any disruption to INSTITUTE's normal operations
- c) The information furnished in the EOI document and as updated is true, accurate and nothing is concealed or suppressed in the EOI document submitted.
- d) It and its personnel, have the necessary experience, skill, knowledge and competence to perform the Services under the EOI documents;



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e) No representation or warranty by it contained herein or in any other document furnished by it to INSTITUTE or its Employee or its nominated agencies in relation to the Required Consents contains or shall contain any untrue or misleading statement of material fact or omits or shall omit to state a material fact necessary to make such representation or warranty not misleading;

25. SUB- LETTING OF ASSIGNMENTS:

The Empanelled Consultant / Architect/Civil Engineer shall not assign or sub-contract the work to any other person / entity in whole or in part(s), to perform its obligation under the Contract, without the INSTITUTE's prior written consent. Besides, INSTITUTE may terminate the contract as provided herein

ELIGIBILITY CRITERIA

Applications are invited in the prescribed Proforma from the Individual Architects or Civil Engineers /Company/Partnership firm/firm/Agency of Architects/practicing Architects or Civil Engineers who shall fulfil the following eligibility criteria:

- (i) The applicant should be registered Members of Council of Architecture or Chartered Engineer or Institution of Engineers, India.
- (ii) The applicant should have adequate infrastructural facilities and experience in the field for not less than 10 years.
- (iii) The applicant should be based at Kolkata.
- (iv) In addition to the above, the following information/documents should also be submitted along with the bid by the Tenderers:
 1. Copy of Permanent Account Number (**PAN**)
 2. Registration certificate with the Council of Architecture/ Institution of Engineers
 3. GST Registration certificate, if applicable.
 4. Certificate of Incorporation of Company/Partnership deed.
 5. Individual applicants to submit a self-certified list of works done in the recent past and in hand.
 6. Agencies to submit the above in the name of the agency.
- (v) The EOI may be disqualified if he has:
 1. Made untrue or false declaration in the forms, statements and attachments submitted in proof of their qualification and or made misstatements or suppressed facts in the documents connected with the EOI.
 2. Been convicted for any offence by a competent court in/outside India.



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EVALUATION CRITERIA

(After Qualifying as per given eligibility criteria)

Sl. No.	Criterion	Maximum Marks	Marks Obtained
A	Organizational and Professional Strength	15	
(i)	Period of Architectural/Civil Engineering Practice* up to the date of issue of EOI. Minimum 10 years	10	
(ii)	Professional Strength of the Architect/Civil Engineer who are Principal Owner/Partner of the Applicant firm. Marks to be awarded based on the personal CV and organisation experience as applicable	15	
B	Documents to be submitted as per EOI	10	
	Total [A+B]	50	

Submission of Bids

The quotations STRICTLY AS PER PRESCRIBED FORMAT (Annexure 1 and 2) have to be submitted in the **LPC Tender Box** kept at the ground floor of the Institute. Address: Local Purchase Committee, Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 in Sealed Envelope, superscribed “Tender Notice for Engagement of consultant for Budgetary Cost Estimate” (Bid Reference – LPC / Infrastructure / Consultant for Budgetary Cost Estimate/2022) on or before 4th September, 2022 (up to 3.00 p.m.).

CONVENER
LOCAL PURCHASE COMMITTEE



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Information to be furnished by the Applicant

(Annexure 1)

1.	Name, composition & registered office address	Details to be furnished in the Prescribed Performa (Annexure 2)
2.	Type : a) An individual b) A proprietary firm c) A partnership firm d) A Limited Company e) Any other (mention the status)	Attach a separate sheet.
3.	Place and Year of Incorporation. For individuals –as per educational certificate and or registration with professional bodies	
4.	Whether registered as a member of Council of Architecture / Institution of Engineers?	State the Registration No. & attach a copy of the certificate
5.	Name and address of the Banker(s) of Architects. a) Name of the Banker b) Branch Address c) Account No. d) IFSC Code e) Nature of Bank Account (Current/Savings)	
6.	Whether in last five years the bidder/ tenderer/ applicant/ firm is involved/has been involved at any time in any Litigations/ arbitrations pertaining to their professional commitments or professional misconduct?	If yes, details to be furnished regarding nature of the complaint, year and outcome of the exercise.
7.	Whether in last five years the bidder/ tenderer/ applicant/ Firm is or has been blacklisted by any Ministry, Govt. Department, Statutory Body, Autonomous Body, PSUs, Government Company, Banks, Financial Institutions, Educational Institution, etc.	
8.	Whether in last five years the bidder/ tenderer/ applicant/ Firm has ever withdrew itself from any Contract awarded to it by any Ministry, Govt. Department, Statutory Body, Autonomous Body, PSUs, Government Company, Banks, Financial Institutions, Educational Institution, etc.	

Declaration: We /our Company agree to all the terms and conditions as indicated in this EOI/Tender Notice.

Signature of bidder:

Seal:

Date:



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(Annexure 2)

Composition of the Firm

Sl. No.	Particulars	Attachment
1	Name of the firm/ Individual: (Attach an attested photocopy of Certificate of Registration)	Yes / No
2	Legal Status: (Attach Proof) Company/Partnership firm/firm/Agency/Individual	Yes / No
3	Registered Address:	
4	PAN GST Registration Number, if applicable Whether Registered under Shops and Establishment Act? If so, the details thereof Aadhar for individual applicants	
5	Contact Details	
a)	Name of the Contact Person	
c)	Full Postal Address	
d)	email id	
e)	Mobile no.	
f)	Land Line No.	
6	Number of years of experience (Attach Work orders received as proof)	Yes / No

Declaration: We have understood the scope of work and have attached all necessary documents, stamped and signed along with this format. We are not debarred by any dept.

Signature of bidder:

Seal:

Date: