



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. LTC/HRD/2023-SR

23.06.2023

EXPRESSION OF INTEREST - Consultancy Service for implementation of Service Regulation

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

1. Scope of work :

- 1.1 Consultancy Services required for phase-wise implementation of Service Regulations of the Institute which includes manpower inventory, individual job specifications, Fixing up of KPA & KPI of each individual and training need analysis and succession planning.
- 1.2 Any other work related to but not specifically mentioned above, required for completion of the job as per the intent and scope of work.
- 1.3 Workforce Planning –
 - 1.3.1 Understand current organizational structure and roles across both offices.
 - 1.3.2 Conduct an in depth activity analysis to arrive at optimal workforce required at various roles.
- 1.4 Job description and scorecards
 - 1.4.1 Draft job descriptions for all unique roles
 - 1.4.2 Design Key Results Areas (KRA) and Key performance indicators (KPIs) for all unique role ensuring the effective cascading of organizational scorecard
- 1.5 Training need analysis
- 1.6 Conduct a training need analysis considering employee, manager and organizational view on training needs.
- 1.7 Succession planning
 - 1.7.1 Identify critical roles for which successors are to be identified.
 - 1.7.2 Define behavioural competency framework on which the pool of successors could be assessed.
 - 1.7.3 Conducted assessment center to measure potential of the pool of successors
 - 1.7.4 Recommend successors for selected critical roles.

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 at least 2 State/Central Universities, Govt. education boards, PSU, Statutory bodies. Copies of at least 3 such work need to be enclosed.

Interested vendors may contact Shri Anil Bhujra, Officer – Human Resources, at Institute, 12, Sudder Street, Kolkata – 700 016 during office hours 10.30am to 4.30pm on Monday – Friday except National Holidays. Contact details: email id: hr1@icmai.in.



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3. Instructions for bidders :

- 3.1 The rates to be offered should include all typesetting, printing, transportation, etc. No other additional payments would be made.
- 3.2 Taxes as applicable will be paid extra.
- 3.3 Bidders shall bear all costs associated with the preparation and submission of its bid.

4. Terms & Conditions :

- 4.1 Assignment will be taken and delivered at CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.
- 4.2 Financial bids of only those bidders will be opened who have qualified in the technical bid analysis.
- 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 franchise 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 event of breach of terms and conditions of this 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. Payment will be made on phase-wise manner upon satisfactory completion of 25%, 50%, 75% and 100% job. Taxes will be extra as applicable.
- 5.2 The payment will be made in electronic mode only within 30 days of submission of bills.



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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 with "**EXPRESSION OF INTEREST**" (**Bid Reference – LTC/HRD/2023-SR**) to be dropped in Limited Tender Committee tender box at the ground floor of the Institute on or before 04:00p.m., July 30, 2023 or to be posted at The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.

Limited Tender Committee



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Annexure 1

Format of bid

Sl. No.	Details Requested	Provide Details
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 available)	

Offered rate for Point 1. Scope of Work

Total . Rs.only

Total . Rs./-

Signature of bidder:

Seal:

Date: