



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 33 40364757, +91 11 24666125

Website: [www.icmai.in](http://www.icmai.in) e-mail:

## EXPRESSION OF INTEREST

Ref. Technical Consultant/ 01

11.05.2023

### **Empanelment of Technical Consultant for IT related matter (IT Technologist) for the Institute of Cost Accountants of India**

Reputed and technically qualified Technical Consultants / firms who serve on various issues / assessments related to IT Technology / specifications are invited to place their applications. Further details are given below -

#### **Objectives**

The Institute processes quite a number of tenders related to Information Technology per year, from various departments of the Institute. Most of these tenders are for procurement of different IT related items/ services required by different departments from time to time and in special occasions. During the selection of vendor for IT related items/ service, the technical specifications quoted by the vendor needs to be technically verified and checked so as to conform with certain standards and specifications mentioned in the tender document.

The **Scope of work / services** would include:

1. Preparation of Tender documents related to procurement of different IT related items/ services.
2. The IT consultant / technologist will support the Institute by providing technical certification verifying the technical specifications quoted by the vendor as well as providing technical inputs while preparing the tender notices, and support in verification of technical quality at occasions as and when required by the Institute.
3. For various tender processing of the Institute, the consultant may be referred to for the technical evaluation report in regard to the technical specification submitted in the tender documents as per the tender specification.
4. Verify whether the procurement of IT items/ service have been printed as per mentioned specifications given by the Institute.



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## Requirements from applicants/applying firms:

The applying firms / individual applicants participating in the tender have / has to ensure the following requirements for the IT Consultant / Technologist work:

- The applicants / consultants firms should have experience of such similar services provided by them to some Central / State Govt. / PSUs / Autonomous Body / Educational Institutes / Universities etc. related to multi-disciplinary IT technologist consultancy services.
- The applicants / consultant firms should have minimum experience not less than 5 years.
- The applicants/ consultants firms should have technical qualifications in this aspect, preferably B. Tech. / M. Tech / degree in Computer Science / IT / Electronics & Communication or MBA-Systems from reputed University / Institute. **Qualifications obtained through Distance Education / Learning will not be considered.**
- Copy of necessary documents to be attached with the application of EOI.

## Disqualifications:

- The applicant or his firm should not have any pecuniary or other interest in the Institute.
- The applicant or his firm should not have been convicted for any offence by any court of law in the last five years.

**Declaration:** The applicant / applicant's firm / consultant firm while expressing their / his interest shall be required to submit a declaration that they / he do / does not suffer from any of the above disqualifications and the details furnished in this regard are true and correct. Any incorrect information furnished will lead to rejection of the application.

The applicant may be disqualified if he/she has:

- a) Made untrue or false declaration in the forms, statements and attachments submitted in proof of their qualification and / or
- b) Record of poor performance such as abandoning the works, not properly completing the project, inordinate delays, poor workmanship or financial failure, etc.
- c) If the bidder is overbooked beyond his capacity to execute the work as per required schedules.
- d) Been convicted for any offence by a competent court.
- e) Submission of incomplete application

## Payment Terms and Fixed Consultant fees -

Sl. No.	Approx. tender value (Rs.)	Fixed Consultant fees (all inclusive). (Rs.)
1	Less than 2,50,000/-	3,000



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2	More that 2,50,000/- to 5,00,000/-	3,500/-
3	More that 5,00,000/- to 10,00,000/-	5,000/-
4	More than 10,00,000/- to 25,00,000/-	6,000/-
5	Above 25,00,000/-	7,500/-

- Payment shall be made against the Tax Invoice(s) on completion of each tender process.
- The total payment would only be made once the concerned department of the Institute is satisfied with the work done.
- No TA/ DA or out of pocket expenses shall be paid.
- Taxes as per Income Tax Act / Rules will be deducted at applicable rates from all payments made by the Institute.
- No advance payment would be made in the form of consultancy charges.

For any technical queries and further clarifications, interested individuals / consultant / firms may contact Convener, LTC, for any queries at ICAI, 12, Sudder Street, Kolkata – 700 016 during office hours 11.00 am to 4.30 pm on Monday – Friday except National Holidays. Contact details: email id: [trd.dd1@icmai.in](mailto:trd.dd1@icmai.in).

## **Terms & Conditions:**

- Schedule of report delivery –
  - Time – Within 3 working days from acceptance of order for each and every tender processing.
  - Place of Delivery – CMA Bhawan, 12, Sudder Street, Kolkata – 700 016
- The bidder/s should adhere with all seriousness to the time schedule provided by the Institute.
- The consultant(s) may be empaneled initially for two years and thereafter their contract may be renewed for one more year on satisfactory performance.
- On each occasion, the bids received through the tendering process may be shared with any one of the empaneled consultants who would then provide the technical evaluation report within the prescribed time schedule so as to go ahead further with the tendering process.
- The consultant shall maintain confidentiality of information obtained during the course of assignment.
- The shortlisting of the applicants for empanelment would be as per the Highest Points obtained by top 3 applicants in the evaluation criteria mentioned in annexure A (page 5).
- The decision of the competent authority of the Institute shall be final and binding in regard to shortlisting, finalizing and empaneling the individuals / firms out of the applications so received.



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- Incomplete applications shall summarily be rejected.
- Consultancy shall be conducted by appointed firm / person only and shall not be allowed to sublet the concerned assignment.
- The Institute may terminate the engagement of the consultant (technologist) any time, without assigning any reason. In such cases, the firm / individual shall not be eligible for any remuneration.
- No other charges other than the Fixed Consultant fees quoted above would be admissible. The Fixed Consultant fees quoted above all inclusive of taxes, out-of-pocket expenses, travelling, consumable materials, labours if any etc.
- Canvassing in any form in connection with the contract is strictly prohibited.
- Bidders shall bear all costs associated with the preparation and submission of its bid.
- Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- EOI that are not as per prescribed format (annexure A), would summarily be rejected.
- Institute reserves the right to modify the scope of work included in the schedule of requirements at any time after acceptance of tender without a notice. The bidders shall have no claim to any payment of compensation.
- 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.
- Institute may ask clarifications if any during the evaluation and the bidders/applicants are expected to respond. Lack of response from them will enable the Institute arrive at its own decision about such bids.

## **Submission of Bids:**

The quotations have to be submitted in the format annexure A (page 5-7) in sealed envelopes in the **LTC TENDER BOX** kept at the ground floor of the Institute. Address: The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 in Sealed Envelope, superscribed “**Technical Consultant for IT related matter (IT Technologist)**” (Bid Reference - Ref. LTC/Technical Consultant for IT related matter/ 01) on or before 4:00pm, **June 07,2023**.

**Limited Tender Committee**



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## Expression of Interest

The Secretary  
The Institute of Cost Accountants of India  
12, Sudder Street, Kolkata – 700 016.

Respected Sir,

I have gone through the details of the assignment and understood the scope of work mentioned in this EOI Notice. I/We undertake: -

- A. That I/We shall be carrying out the job as per the instructions given to me/us by the authorities of the Institute.
- B. That I/We shall be carrying out the job as per the rate quoted in this notice and agree to perform extra / additional work, if any, at the same rate.
- C. That if it is found that during the project assigned, there is flaw in our/my services, the decision made by the authority of the Institute, in that regard, will be final and binding.
- D. That any extra time, if required, due to some unavoidable circumstances, shall be determined by the authorities of the Institute.
- E. That I/Our organization shall abide by the instructions given to me/us by the authorities of the Institute from time to time. In case of any willful violation of any instruction (as per the discretion of the authority of the Institute), the Institute, reserves the right to impose penalty/terminate this contract.
- F. That I/We shall carry out the job at the rate (s), mentioned in the prescribed format of this notice.

Signature of the applicant \_\_\_\_\_  
(with seal and date)



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Further details are given below for your kind consideration:

<b>Sl. No.</b>	<b>Details Requested</b>	<b>Provide the relevant information with proper documentary evidence</b>
1.	Name of the Technical Consultant for IT related matter	
2.	Contact person & Mobile number	
3.	Full address of the office/individual along with Mobile Number & Email ID.	
4.	RTGS Bank Account Details	
5.	Details of GSTN (if any)	
6.	PAN of proprietor	
7.	Skilled manpower available for the work	
8.	Past credentials/experience in the relevant field/service (at least three Experience Certificates/Work Orders from Educational Institution/PSU/Autonomous & Statutory Bodies (to be attached)	
9	Detailed CV	

Details of similar works executed, please fill in the details:

<b>Sl. No.</b>	<b>Name of Work &amp; Location</b>	<b>Organization name</b>	<b>Remarks</b>
1			
2			
3			
4			

**Declaration:** I / we do not suffer from any of the disqualifications mentioned in this EOI notice and the details furnished in this regard are true and correct. Any incorrect information furnished or revealed subsequently will lead to rejection of the application.

Signature of applicant:

Date:

Place:

Seal



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## Annexure A

### Evaluation criteria of technical bid

Sl. No	Particulars#	Point Fixed	Maximum Point	Copy enclosed (please tick)
1	No. of Partners			
	(a) For Single (proprietor only)	15	20	YES / NO
	(b) For more than one	20		
2	Qualification			
	(a) For Graduate(B-tech)	20	25	YES / NO
	(a) For Post - Graduate (M-tech)	25		
3	Years of Experience			
	(a) For 5 to 7 years	15	25	YES / NO
	(b) For 7+ to 10 years	20		
(c) For 10+ years	25			
4	(a) Experience in Educational Institution/PSU/Autonomous & Statutory Bodies (5 points per client)	15	30	YES / NO
	(b) Experience in other organizations (5 points per client)	15		
	Total Point		100	

# Copies of documents need to be submitted with the application for consideration in the evaluation process. Applicants need to tick at the place indicated.

Minimum qualifying marks of 60 is required to be shortlisted for further consideration. Necessary documents have to be enclosed with this application/annexure.

Signature of applicant:

Date:

Place:

Seal