



# 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: [lpc.kolkata@icmai.in](mailto:lpc.kolkata@icmai.in)

## Local Purchase Committee

Ref. LPC/Journal/language editor

10.06.2024

### **EXPRESSION OF INTEREST**

#### **Invitation for empanelment of Language Editors for Journal Articles of The Institute of Cost Accountants of India**

The Institute invites application from experienced Language Editors for rendering their services for the publications of the Institute.

The Institute of Cost Accountants of India (formerly the Institute of Cost & Works Accountants of India) is a premier professional body of Management Accountants in the country established on 28<sup>th</sup> May, 1959 under the Cost Accountants act, 1959 enacted by the Parliament to develop and regulate the profession of Cost and Management Accountancy in India.

#### **Journal name: *The Management Accountant***

The Pioneering Journal of the Institute, “The Management Accountant” bearing (ISSN 0972-3528) started its Journey in 1966. This was introduced as a mouthpiece of the Institute and the CMA profession and also to cater to the informational needs of members, students and readers in general. It is being published regularly keeping in mind the needs of the Cost and Management Accountants (CMA), and provides wide knowledge on the recent developments and changes in the global, national, financial and economic scenario. We have expanded our Readership from 1 to 94 Countries. The Management Accountant Journal is indexed at Index Copernicus and J-gate. It is also having a Global Impact and Quality factor (2015):0.563. The Management Accountant journal is available on apps for reading through third parties viz. Magzter and Readwhere and we are also trying to enlist the same to other platforms mainly at the International Level. “*The Management Accountant*” also got enlisted in the “*UGC-CARE Reference List of Quality Journals*”.

#### **The journal mainly covers the following subject areas:**

- Cost Management/Cost Audit
- Banking/ Insurance
- SEBI/Risk Management
- MSME
- Economics
- Infrastructure
- Valuation
- Performance Management
- Taxation
- Financial Management
- Financial Reporting/Corporate Restructuring



# 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: [lpc.kolkata@icmai.in](mailto:lpc.kolkata@icmai.in)

## Local Purchase Committee

- Information Technology & Education
- Corporate Governance/CSR/ESG

*The Language Editor should indicate their area(s) of expertise while responding to this EOI.*

### Eligibility and preferred Qualifications:

- Completed a Master's and having PhD qualification
- 8-10 years' progressive experience as language editor in a reputed organization or entity or Publication house
- Special weightage to be given to candidates having experience as a language editor in professional Institutes like ICAI, ICSI, etc.

### Main Scope of Work / services to be rendered:

- Checking for grammatical corrections
- Correcting word usage
- Rewrite sentence structure to improve flow, to make it easy to understand for readers
- Suggesting ways to improve the style of writing
- Correcting spelling
- Eliminating biased language/content or words of controversies
- Correcting punctuation marks

**Modus Operandi:** The selected Language Editor will work through online platform access, which will be provided by the ICMAI Office. The Language Editor will carry out the online review management within the stipulated time for each article in conjunction with the Core Editorial Team located at the ICMAI Editorial Office. Edited articles should be supplied within 3 days from the date of sending the same for review.

**Duration of engagement:** The initial term of empanelment will be for one year with annual renewal as considered appropriate by the Competent Authority of ICMAI, based on the performance of the Language Editor.

**Exit clause:** This arrangement can be terminated by either party with a prior notice of one month.

**Conflict of interest:** The ICMAI strives to observe all precautions as per the National and International Ethical norms in all its proceedings including declaration of the Conflicts of Interest.

**Honorarium:** As per Institute Rules.



# 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: [lpc.kolkata@icmai.in](mailto:lpc.kolkata@icmai.in)

## Local Purchase Committee

**For further details, interested parties can contact:** CMA Sucharita Chakraborty, Editor & Additional Director, HoD – Journal & Publication, email: [journal.hod@icmai.in](mailto:journal.hod@icmai.in); [editor@icmai.in](mailto:editor@icmai.in), phone: +91-9903514867. On any working days (Monday – Friday) during office hours.

### **Disqualifications:**

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

**Declaration:** The Editor Firm / editor 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 etc.

### **Terms & Conditions:**

- The language editor shall maintain confidentiality of information obtained during the course of assignment.
- A detailed CV with names of journals / magazines worked for has to be submitted with copies of testimonials / work orders.
- Documents, biodata, certificates may be verified before appointment of the person.
- The applicants are advised to refer to the ‘evaluation criteria’ (annexure 2) in the EOI notice which would be the basis for short listing of applicants.
- The decision of the competent authority shall be final as regard to the criteria to finalize the firm / language editor out of the applications so received and selection of language editor.
- Incomplete applications shall be summarily rejected.
- The Language Editor shall not be allowed to sublet the concerned assignment.
- Canvassing in any form in connection with the contract is strictly prohibited.
- Institute reserves the right to extend the last date for receipt of applications at its own discretion.



# 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: [lpc.kolkata@icmai.in](mailto:lpc.kolkata@icmai.in)

## Local Purchase Committee

---

- Once the articles are forwarded, it will be the language editor's responsibility to check and complete the matter with the report.
- 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.
- 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.

### **Submission of Bids:**

The applications have to be submitted in the format annexure 1 in sealed envelopes in the **LPC 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 “**EOI for Language Editor**” (**Bid Reference - LPC/ Journal / language editor**) on or before 3:00pm, July 01, 2024.

**Local Purchase Committee**



# 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: [lpc.kolkata@icmai.in](mailto:lpc.kolkata@icmai.in)

## Local Purchase Committee

Annexure 1 (page1)

### Expression of Interest (FORMAT OF APPLICATION)

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

Respected Sir / Madam,

I have gone through the details of the EOI notice and I hereby apply for empanelment. The details as below:

Name:

Residential Address:

Mobile no.:

Email ID:

PAN details:

GSTN if any:

Highest qualification:

Subject Specialization:

CMA Membership no.:

CA Membership no.:

CS Membership no.:

Number of years' experience as Language Editor after post-graduation:

Journals / magazines where acted as language editor:

1.....

2.....

3.....

4.....

LPC/Journal/language editor

Page 5



# 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: [lpc.kolkata@icmai.in](mailto:lpc.kolkata@icmai.in)

## Local Purchase Committee

Annexure 1(page2)

Preferred subject area:

1.....

2.....

3.....

4.....

Enclosed detailed CV (please tick):

YES

NO

**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:

Seal:

Date:



# 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: [lpc.kolkata@icmai.in](mailto:lpc.kolkata@icmai.in)

## Local Purchase Committee

### Annexure 2

#### EVALUATION CRITERIA

Sl. No.	Criterion	Maximum Marks
(i)	<b>Period of Experience as language editor</b> up to the date of application Up to 8 years: 5 Marks 8 to 10 years: 10 More than 10 years: 15 Marks	15
(ii)	<b>Highest Qualification</b> Having Only Post Graduation: 3 marks Having Professional degree (CA, CMA, CS) in addition to PG: 5 marks Having Ph.D.: 10 marks Having all 3 above: 15 marks	15
(iii)	<b>Strength of CV</b> Satisfactory CV: 5 marks Impressive CV: 10	10
(iv)	<b>Worked as Language Editor to:</b> 1 - 3 journals / magazines: 5 More than 3 journals / magazines: 10 (testimonials / work orders to be enclosed with CV application)	10
	<b>No. of testimonials / work experiences / work orders etc. submitted</b> Submitted up to 3: 5 marks More than 3 submitted: 10 marks	10
	<b>Having experience as a language editor in professional Institutes like ICAI, ICSI, IEI, IIA</b> Not having: 0 marks Having less than 5 years: 5 marks Having more than 5 years: 10 marks	10
	<b>Subject area proficiency:</b> Having proficiency in 2 subject areas: 3 marks Having proficiency in 2-4 subject areas: 5 marks Having proficiency in more than 4 areas: 10 marks	10
	<b>Total</b>	80

# an applicant has to score minimum 60 marks to be considered for shortlisting as empaneled