



# 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

### EXPRESSION OF INTEREST

LPC/Admin/Manpower Consultant/2023

03.03.2023

### **Empanelment of Manpower Consultant for the Institute of Cost Accountants of India**

Applications are invited from reputed and reliable Manpower service providers / consultants to be empaneled by the Institute who would provide the required manpower as and when required.

#### **Objectives**

The Institute has its presence in Pan India and for its Delhi and Kolkata locations, presently two numbers of Programmer / Developers (one at Kolkata & one at Delhi) are required as per the below criteria:

<b>Qualification</b>	<ul style="list-style-type: none"><li>BE/B. Tech/MCA in Computer Science from a recognized University / Institution</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>Minimum 5 years of post-qualification relevant experience in ASP.NET Framework 3.5/4.0, C#, PHP, Crystal Report, AJAX, HTML, CSS, stored procedure &amp; functions preferably in Oracle and /or SQL Server.</li></ul>
<b>Job Description</b>	<ol style="list-style-type: none"><li>1. Good understanding of the software development lifecycle with a sound knowledge on web standards and ability to develop responsive websites.</li><li>2. Development of Web based applications in ASP.NET, C#, PHP, HTML, platform integrated with payment gate (Debit-Credit / Net Banking)</li><li>3. Integration of static/dynamic Bulk Email, SMS, Two-way SMS in Web based applications.</li><li>4. Experience in implementation of Standard ERP Solutions will be an added advantage.</li><li>5. Good analytical skills and to "Think outside the box". Supports users by developing documentation and assistance tools.</li><li>6. Ability to multi-task and stay organized in a dynamic work environment with minimum supervision</li></ol>

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

The manpower consultant will support the Institute by providing candidates eligible for these two vacancies (mentioned above) and should be having an IT / ITES database of at least 25 such candidates to choose from.

The Background and Document verification of the candidates should be preliminary done by the consultant and forwarded to the Institute as per requirement.



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### Eligibility:

1. The consultant / firm should have a minimum on 10 employees on their direct payroll.
2. The average annual turnover should be more than 30 lakhs/year for the last 3 years. (Audited Final Accounts of FY 2019-20, 2020-21, 2021-22 to be submitted)
3. Office: should have registered office either in Kolkata or Delhi and should have presence in both the locations.
4. The company should have existence in the said business for a minimum of 10 years. (Certificate of Incorporation / trade license to be attached).
5. Should have the experience of providing such similar services provided by them to some Central / State Govt. / PSUs / Autonomous Body / Educational Institutes/ Listed companies etc. (copies of 3 such Work Orders to be attached).

### 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.

For any technical queries and further clarifications, interested individuals / consultant / firms may contact Shri Anil Bhujra for any queries at ICAI, 12, Sudder Street, Kolkata – 700 016 during office hours 10.30am to 4.30 pm on Monday – Friday except National Holidays. Contact details: email id: [hr1@icmai.in](mailto:hr1@icmai.in).

### Terms & Conditions:

- The bidder/s should adhere with all seriousness to the time schedule provided by the Institute.
- Payment shall be made against the Tax Invoice on completion of the procurement.
- No advance payment would be made in the form of consultancy charges.

### Submission of Bids:

The applications have to be submitted in the format annexure A (page 3-5) 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 **“Empanelment of Manpower Consultant” (Bid Reference – LPC / Admin / Manpower Consultant / 2023)** on or before 3:00pm, March 24<sup>th</sup>, 2023.

**Convener**  
**Local Purchase Committee**



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## Local Purchase Committee

Annexure A (Page 1)

### 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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## Local Purchase Committee

### Annexure A (Page 2)

Further details are given below for your kind consideration:

<b>Sl. No.</b>	<b>Details Requested</b>	<b>Provide Details</b>
1.	Name of the Manpower Consultant	
2.	Contact person & Mobile number	
3.	Full address of the office With Email Address	
4.	RTGS Bank Account Details	
5.	Details of GSTN (if any)	
6.	PAN of proprietor	
7.	Skilled manpower available for the work on payroll.	

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

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

**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:



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### Annexure A (Page 3)

#### Evaluation criteria for shortlisting consultancy / firm

Sl. No	Particulars#	Point Fixed	Maximum Point	Copy enclosed (please tick)
1	<b>Nature of the Organisation</b>			
	(a) Proprietorship / Partnership	5	10	YES/NO
	(b) For more than one	10		
2	<b>Presence</b>			
	(a) Only Kolkata & Delhi	10	15	YES/NO
	(a) Pan India	15		
3	<b>Years of Experience</b>			
	(a) 10 to 15 years	20	25	YES/NO
	(b) For 16 and above	25		
4	(a) Experience in Government Bodies/ Institution/PSU/Autonomous & Statutory Bodies (5 points per client)	15	30	YES/NO
	(b) Experience in other organizations (5 points per client)	15		
5	Average annual turnover of Rs.30lakhs to Rs. 40lakhs	5	10	YES/NO
	Average annual turnover above Rs.40lakhs	10		
6	Manpower in payroll 10 to 15	5	10	YES/NO
	Manpower in payroll above 15	10		
	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:

Seal:

Date:

Place: