



# 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](http://www.icmai.in)

**Ref. LTC/HR/2024-MP**

**08<sup>th</sup> October 2024**

## **EXPRESSION OF INTEREST – CONSULTANCY SERVICE FOR MANPOWER PLANNING PAN INDIA (Draft)**

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

### **1. Scope of Work:**

- 1.1 Consultancy services are required for assessment of Manpower in the Institute which includes Manpower Inventory, Individual Job Specifications, Fixing up of KRA & KPI of each individual.
- 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 **Manpower Planning –**
  - 1.3.1 Understand current organizational structure and roles on Pan India basis.
  - 1.3.2 Conduct an in depth activity analysis to arrive at optimal workforce required at various Department/ Regional Council/ Chapters.
  - 1.3.3 Draft Job Descriptions for all positions
  - 1.3.4 Design Key Result Areas (KRA) and Key Performance Indicators (KPIs) for all unique role ensuring the effective cascading of organizational scorecard.
  - 1.3.5 Training Need Analysis considering Staffs, Officials and organizational view on Training needs.
  - 1.3.6 Design Appraisal Form for different levels

### **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 State/Central Universities, Government Education Boards, PSU, Statutory Bodies. Copies of at least 3 such work need to be enclosed.

Interested vendors may contact CMA Anil Bhujja, Senior Officer, Human Resources at CMA Bhawan, 12, Sudder Street, Kolkata - 700 016 during office hours 10.30 AM to 5.30 PM on Monday to Friday except National Holidays. E mail ID of CMA Anil Bhujja is, [hr.so1@icmai.in](mailto:hr.so1@icmai.in)

### **3. Instructions for bidders:**

- 3.1 The rates to be offered should include all charges. 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.



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## 4. Terms & Conditions:

- 4.1 Financial bids of only those bidders will be opened who will qualify in the technical bid.
- 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 franchisee 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 vent of breach of terms and conditions of the 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 Payment will be made in electronic mode only within 30 days of submission of bills.

## 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 **“EXPRESSION OF INTEREST” (Bid reference- LTC/HR/2024/MP)** to be dropped in Tender Box at the ground floor of the Institute on or before **4:00 PM 29<sup>th</sup> October, 2024** or to be posted at the Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street,



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Kolkata - 700016.

## LIMITED TENDER COMMITTEE

### FORMAT OF BID

Sl. No.	Details Requested	Details Provided
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 applicable)	

### Offered rate for point 1. Scope of Work

<b>Total Rs. (In words) ..... Only</b>
<b>Total Rs. ..../-</b>

Signature of Bidder:

Seal:

Date: