



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)
12, SUDDER STREET, KOLKATA – 700 016

Telephones: +91-33-2252-1031/34/35
+91-33-2252-1602/1492/1619
Fax: +91-33-2252-1723/7993/1026
Website: www.icmai.in

Tender Notice

LPC/KOL/2020-21/ADST/ADVXLSX-01

Date: 9th Sep 2020

Date of Invitation: 9th Sep 2020

Date of Closure: 15th Sep 2020 2.00 pm

The Board of Advanced Studies of The Institute of Cost Accountants of India (Statutory Body under an Act of Parliament) (herein after referred as "Institute") plans to conduct, "Advanced Microsoft Excel Training course including Microsoft certification" for its students and members. Institute invites quotations online from Interested and reputed authorized Microsoft training partners. The contract period may be extended for another one year based on satisfactory performance and on the same price and same terms and conditions.

Scope of Work

In case you are interested you may send in your quote for conducting Advanced Excel Training course including certification with below deliverables,

- Microsoft Certified Instructor Led Training (MCILT) programs – Online Instructor led training with intensive instructional workshop
- Soft copy of the content (eBook) to be shared with the student
- Practice Excel Worksheets & Cases
- 25 Hours of hands on training and Post Training Support
- Technical support for exam
- Microsoft Office Specialist Excel Exam Voucher
- Microsoft Office Specialist Excel 2019 or 2016 or 2013 Certificate depending on the version the student chooses to appear the exam
- In case the student / applicant fails to clear the Certification exam they should be provided with participation certification from Microsoft

Terms and Conditions

1. Should be Microsoft authorized Partner.
2. Preferably should have Purchase Order copy for Microsoft Training from similar institution
3. All-inclusive price to be quoted (inclusive of all taxes and levies).
4. Batch size to be considered as 100 students.
5. The committee reserves the right to reject any/ all quotations without assigning any reason there for.
6. The price quoted by the Tenderer should remain valid for a period of three months from the date of submission of tender.
7. The delivery charges (if any) should be included in the price quoted. No extra charges would be payable for delivery.
8. Incomplete bids would be rejected.
9. Password protected Bid to be shared separately over e-mail on the bidder's letter head
10. Purchase order will be communicated to you by email.



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Submission of Bids :

Quotation signed by tenderer transformed in a password secured pdf file along with this tender documents signed and stamped have to mailed into the mail id finance.so3@icmai.in with carbon copies (cc:) marking to trd.ad1@icmai.in & hr@icmai.in .

The last date of bid submission will be 2.00 p.m. of 15th Sep.' 2020, after that no bid will be acceptable.

The subject of the mail will be captioned “Advanced Microsoft Excel Training course including Microsoft certification”. Complete official address of the bidder along with the contact details must be mentioned in the body of the email.

After expiry of the bid submission date, if the tender not further extended, all the participated vendor will asked to provide passwords of their submitted secured bids which will be provided to the same email ids mentioned above. Any email related to password unless it is not asked or after the time frame drawn for submission of password will be liable to bid cancellation. (Time Frame for sending passwords will be 3 working days from the date of the email sent for approaching passwords).

Format of submission of bid must be followed strictly failing which lead to rejection of bid.

No hard copy tender would be entertained. Any clarification requires only for submission of bids may be clarified from @ finance.so3@icmai.in .

For any further clarification/information please contact to CMA Dr. D.P. Nandy, Sr.Director, Advance Studies, ICAI(MobileNo.9609793616) or mail to advstudies.director@icmai.in on any Working Day (Mon-Friday) during Office Hours

The quotation should be in the following format:

Part A: Details of the Company

| S.No. | Details Requested | Provide Details |
|-------|--|-----------------|
| 1 | Name of the Company / Vendor | |
| 2 | Year of Incorporation / Establishment | |
| 3 | PAN No. | |
| 4 | TAN No. / TIN No. | |
| 5 | GST registration no. | |
| 6 | Complete Address | |
| 7 | Email and Mobile no. of the contact person: | |
| 8 | Turnover of last three consecutive years(attach proof) | |
| 9 | RTGS Bank Account Details | |



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Part – B: FINANCIAL BID FORMAT

Quotes submitted in accordance with the scope of work and terms & conditions mentioned above

| Work Assigned | Cost (in Rs.) per student |
|--|----------------------------------|
| Conduct Advanced Excel Training course including certification from Microsoft | |

Signature of the Bidder

Date:

Place:

Seal

Local Purchase Committee
Rs. 25,000/- to Rs.2,50,000/-