



Ref. LPC/HR/Consultancy/2025

Date: 27th November 2025

Tender for Engagement of Manpower Consultancy Agency for Providing Programmer / Software Developer

The Institute of Cost Accountants of India (ICMAI), a Statutory Body established under an Act of Parliament, invites sealed bids from reputed and eligible Manpower Consultancy Agencies for providing services of Programmer/Software Developer on a contractual engagement basis.

A. Scope of Work:

1. Sourcing	Sourcing of candidates through online and offline mediums as per the eligibility criteria given by the Institute.
2. Screening & Shortlisting	Conducting screening of applications and submitting a list of shortlisted candidates to the HR Department within 10 days of awarding of Contract.
3. Document Verification	Carrying out document verification of shortlisted candidates prior to the interview process.
4. Interview Coordination	Providing necessary assistance to the Interview Panel.
5. Onboarding Support	Providing necessary assisting in on boarding of selected candidate(s).

B. Eligibility of applicants:

1. Be registered under Companies Act / LLP Act / Partnership Act / Proprietorship.
2. Hold valid GST Registration and PAN.
3. Have experience of providing manpower to Government/PSU/Statutory Bodies/Educational Institutions.
4. Not be blacklisted by any Government/PSU organization (Self-declaration required)

C. Submission of Bids:

Bids must be submitted in two separate sealed envelopes:

1. Envelope (I) – Technical Bid

- Company Profile
- Registration Certificates
- GST & PAN
- Experience Proof (work orders/completion certificates)
- Self-declaration (non-blacklisting)

2. Envelope (II) – Financial Bid

- Service Fee Quotation (All Inclusive)
- In the format (Annexure B)

3. Envelope (III) – Final Envelope

Pre-sealed envelope no. I & II need to be inserted in an another envelop i.e. envelope no. III and it also need to be sealed with a subject heading on it which is as under:

“Tender for Engagement of Manpower Consultancy Agency for Providing Programmer / Software Developer”



ICMAI

THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

भारतीय लागत लेखाकार संस्थान

Statutory Body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

Headquarters:
CMA Bhawan, 3, Institutional Area,
Lodhi Road, New Delhi - 110 003
Phone : +91-11-24622156-57-58
Website : www.icmai.in

The final envelope (III) has to be submitted in the LPC Tender Box kept at the ground floor of the Institute. Address: The Convener, Local Purchase Committee, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016, on or before 3:00 pm, 18th December, 2025.

D. Evaluation Criteria:

Stage	Basis
Technical Evaluation	Eligibility Criteria & Experience
Financial Evaluation	Lowest Price (L1) among Technically Qualified Bidders

E. Payment Terms:

- Payment will be released after completion of the engagement process and submission of invoice, subject to satisfactory performance and approval of HR Department, ICMAI.
- Payments will be made through Electronic Transfer only.
- TDS as applicable will be deducted.

F. Contract Duration:

- This is a one-time engagement for selection and on boarding of Programmer / Software Developer.
- Any future engagement will be at the sole discretion of ICMAI.

G. Termination Clause:

- ICMAI reserves the right to terminate the contract at any stage by giving 7 days' notice in case of non-performance or violation of contract terms.

H. Jurisdiction:

- Any disputes arising from this Tender shall fall under the exclusive jurisdiction of Courts in Kolkata.

I. Disqualifications:

- The bidder should not have any pecuniary interest in the Institute.
- The bidder must not have been convicted for any offence in the last five years.

J. Other Terms & Conditions:

- Rates quoted should be all inclusive, except applicable taxes.
- No advance payment will be made.
- The consulting charges are subject to TDS as per Government norms.
- In case any disqualification is discovered later, the contract will be terminated with immediate effect.
- Submission of bids strictly as per format. Non-compliant bids shall be rejected.

Contact for Clarification:

For any queries, contact:
Shri Anil Bhujia, Sr. Officer (HR), ICMAI
M-7278336555

CONVENER
LOCAL PURCHASE COMMITTEE



Annexure 1

TECHNICAL BID

Sl. No.	Details Requested	Details
1	Name of the Consultancy Agency	
2	Contact person & Mobile number	
3	Full address of the office	
4	E- Mail Address	
5	Year of Incorporation / Establishment	
6	GSTN (Consultancy Agency)	
7	PAN (Consultancy Agency)	
8	Manpower of Consultancy Agency (No.)	

Declaration:

- (i) We / our firm is not having any pecuniary or other interest in the Institute.
(ii) We / our firm have not been convicted for any offence by any court of law in the last five years.
- We / our firm agree to all the terms and conditions as indicated in this EOI.

In case it is found that we have any of the above disqualifications during the period of service, it will lead to immediate termination of the contract.

Enclosure:

- Company Profile
- Copy Registration Certificates
- Copy of GSTIN & PAN
- Copy of Experience Proof (work orders/completion certificates)
- Self-declaration (non-blacklisting)

Signature of bidder:

Seal:

Date:



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Annexure 2

FINANCIAL BID

Sl. No.	Details Requested	Provide Details
1.	Name of the Consultancy Agency	
2.	Contact person & Mobile number	
3	Full address of the office	

Description	Rate (Including Taxes)
Consultancy Fee (including the advertisement publication cost, if any) for Providing Programmer / Software Developer	

Signature of bidder:

Seal:

Date: