



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

LTE/KOL/2024-25/ADST/ADVXLSX-01

Date: 07.01.2025

Authorized Microsoft training partners for conducting Advanced Microsoft Excel Training course including Microsoft certification

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, members and other professionals. The course will be delivered online. Institute invites quotations from Interested and reputed authorized Microsoft training partners. **The contract period will be for one year and may be extended for another two years 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 (the syllabus is given in **Annexure A**)
- Technical support for examination through online portal
- Microsoft Office Specialist Excel Exam Voucher
- Microsoft Office Specialist Excel Certificate to be awarded to the participants who successfully completes the examination.
- In case the student / applicant fails to clear the Certification exam they should be provided with participation certification from Microsoft

Eligibility Criteria

1. Company or partnership to be in existence for a minimum of 4 years prior to tender date
2. Minimum average turnover for last 3 years should be at least Rs 40 lacs
3. Should have conducted Advanced Excel courses in at least three Institutions (Govt or Corporate sector).
4. Should be Microsoft authorized Partner.
5. Should submit Microsoft Authorization Partner Certificate for Training
6. Provide the maximum batch size of course conducted by the bidder (minimum 50)

All the supporting documents for the above criteria are to be attached with the bid. These criteria are to be fulfilled to be eligible in the technical evaluation.



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

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. Bidders to provide successful completion certificates
6. The committee reserves the right to reject any/ all quotations without assigning any reason there for.
7. The price quoted by the Tenderer should remain valid for a period of one year from the date of submission of tender.
8. Incomplete bids would be rejected.

Submission of Bids

1. Envelope No. I – TECHNICAL BID:
Seal and signed page of filled in Annexure-1. (along with necessary copies of documents)
2. Envelope No. II – FINANCIAL BID:
Filled in Financial bid of Annexure-2.
3. Envelope No. III – The Final Bid

The Bidder should prepare two separate envelopes – One for submission of Technical Bid and another for submission of Financial Bid. These two envelopes need to be sealed super subscribing – Technical Bid, & Financial Bid with the name, address and contact number of the Bidder.

Then 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:

“Authorized Microsoft training partners for conducting Advanced Microsoft Excel Training course including Microsoft certification” (Bid Reference – LTE/KOL/2024-25/ADST/ADVXLSX-01)

The final envelope (III) has to be submitted in the Tender Box kept at the ground floor of the Institute. Address: CMA Bhawan, 12, Sudder Street, Kolkata – 700 016, on or before 4:30pm, January 27th 2025.

For any further clarification/information please contact to Shri Sanjeeb Dutta, Officer, Advance Studies, ICMAI (Mobile No. 9874532127) or mail to advstudies@icmai.in on any Working Day (Mon-Friday) during Office Hours



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

ANNEXURE A (Syllabus)

1. Apply Custom Data Formats and Layouts

- 1.1. Apply Custom Data Formats and Validation
- 1.2. Apply Advanced Conditional Formatting and Filtering
- 1.3. Create and Modify Custom Workbook Elements
- 1.4. Prepare a Workbook for Internationalization

2. Create Tables

- 2.1. Create and Manage Tables
- 2.2. Manage Table Styles and Options
- 2.3. Filter and Sort a Table

3. Perform Operations with Formulas and Functions and Macros

- 3.1. Summarize Data by using Functions
- 3.2. Perform Conditional Operations by using Functions
- 3.3. Format and Modify Text by using Functions

4. Create Charts and Objects

- 4.1. Create Charts
- 4.2. Format Charts
- 4.3. Insert and Format Objects

5. Manage Workbook Options and Settings

- 5.1. Manage Workbooks
- 5.2. Manage Workbook Review Restrict editing
- 5.3. Import Data from database like Access or MS SQL Server or Oracle into the worksheet

6. Create Advanced Formulas

- 6.1. Apply Functions in Formulas
- 6.2. Look up data by using Functions
- 6.3. Apply Advanced Date and Time Functions
- 6.4. Perform Data Analysis and Business Intelligence
- 6.5. Troubleshoot Formulas
- 6.6. Define Named Ranges and Objects

7. Create Advanced Charts and Tables

- 7.1. Create Advanced Charts
- 7.2. Create and Manage PivotTables
- 7.3. Create and Manage Pivot Charts

The quotation should be in the following format:



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

Annexure-1

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	
4	TAN No. / TIN No.	
5	GST registration no.	
6	Complete Address	
7	Name, Email and Mobile no. of the contact person:	
8	RTGS Bank Account Details	

This Seal and signed page is to be filled in along with necessary copies of documents and to be submitted in envelope 1



**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

Annexure-2

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 (inclusive of any tax)
Conduct Advanced Excel Training course including certification from Microsoft	

Signature of the Bidder

Date:

Place:

Seal

Limited Tender Enquiry
Rs. 2,50,000/- to Rs.25,00,000/-