

Institute of Cost Accountants of India
(A Statutory Body under an Act of Parliament)

EOI for the Costing XBRL Software Tool

1. The Institute of Cost Accountants of India is a statutory body under an Act of Parliament. The Institute regulates & develops the profession of Cost & Management Accountancy.
2. Ministry of Corporate Affairs (MCA) vide General Circular No 8/2012 dated May 10, 2012 has mandated filing of Cost Audit Reports and Compliance Reports in XBRL format from the financial year 2011-12 (including overdue reports relating to any previous years)
3. The Institute invites Expression of Interest from the Software Vendors for the providing the software tool for creating instance documents in XBRL format for the Cost Audit Report and Compliance Report for the purpose of filing the XBRL reports with the Government of India.
4. Vendor must submit a sealed Expression of Interest in two bid system to

Joint Director (IT),
3rd Floor, CMA Bhawan,
3, Institutional Area, Lodhi Road,
New Delhi-110003.

5. The **last date for submission of EOI is 19.03.2014 till 3:30 P.M.**
6. Institute reserves the right to change or cancel the requirement at any time during the EOI.

Qualifications of the Software Vendor:

1. At least three years' experience in developing and implementing XBRL based software for converting the accounting statements to XBRL format
2. Considerable experience in system analysis design and development of software

Scope of Work

1. The software tool for creating instance document in XBRL format of the Cost Audit Report and Compliance report should have the following:
 - a. The software tool should conform to the Costing Taxonomy released by the Ministry of Corporate Affairs (MCA).
 - b. The software tool should conform to all the business rules released by MCA.
 - c. The software tool should conform to the Architecture, Training & Guidance Manual for filing of Cost Audit Report and Compliance Report in XBRL Format.(available in XBRL Section of the website of the Institute <http://www.icmai.in>)

- d. The instance document created using the tool must pass the validation test on the MCA validation tool.
 - e. The software tool should have the capability of rendering the XBRL instance documents of the Cost Audit Report and Compliance Report in a human readable format viz.; pdf, MS-Excel etc.
 - f. The software tool should be user friendly and must have capability of highlighting the errors /inconsistencies automatically.
 - g. The costing XBRL software tool should be XBRL 2.1 Compliant.
 - h. The costing XBRL software tool should have the ability to see the details of each tag and taxonomy.
2. The software vendor will **provide the Costing XBRL software tool** to the Institute with **unlimited license** for the **period till Dec 31, 2014** and **will not sell it in the market during the period** (upto Dec 31, 2014). The Institute in turn will provide the tool to its practicing members for creating an unlimited no. of instance documents of Cost Audit Report and Compliance Report.
 3. The software vendor will provide the complete documentation and User Manual of the Costing XBRL software tool
 4. The software vendor will have to provide necessary technical and other support to the members of the Institute on using the costing XBRL software tool developed by the vendor.
 5. The vendor will have to **operate a helpdesk** (with Phone no. & email id) and resolve the member queries within 24 hours of their being raised.

Submission of Expression of Interest (EOI)

For purpose of this EOI interested software vendors should submit following documentation:

1. The Annexures 1 and 2 available below
 - Annexure 1 - Software Vendor Form
 - Annexure 2 – Financial Bid
2. Certificate of Incorporation/ registration showing that they are a registered organization.
3. Reference to the system documentation and system user and administration manuals developed in relation to previous XBRL software tools and links to the sample validated xbrl instance documents that may be available on the vendor's website

Technical Bid

1. Software Vendor Details

- a. Organisation Name:
- b. Key Contact Details:
- c. Name:
- d. Designation:
- e. Postal Address
- f. Phone No.
- g. Email Address:
- h. Website Address:

2. Details of the XBRL Software Project(s) already developed and in use.

3. Performance Statement (for XBRL projects)

- a. Experience of the organization in understanding XBRL and Taxonomies
- b. Details of experience in generating XBRL instance documents in India
- c. Provide the list of clients for whom the xbrl instance documents have been generated

4. Provide details of the technical persons employed with the organisation (including cost accountants , if any)

- 1. Name of the Person
- 2. Qualifications
- 3. Experience/ Work Profile
- 4. Date since working with the organization

5. Complete Technical details of the costing software tool to be provided to the Institute.

6. Provide the details of helpdesk proposed to be operated for the members of the Institute on the use of Costing XBRL software tool

Financial Bid

Prices should be quoted in INR inclusive of all taxes

S.No.	Description	Price
1.	Software Tool for creating instance document in XBRL format for the Cost Audit Report and Compliance Report as per the scope of work detailed above (including helpdesk support)	

Payment Terms and Conditions

Total Bid Price in Rs. _____

In words _____

Signature of Bidder with seal _____

Name _____

Business address _____

Tel. No. & Mobile No. _____

Email: _____

Place:

Date