



**THE INSTITUTE OF
COST ACCOUNTANTS OF INDIA**

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

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

REQUEST FOR PROPOSALS

RFP/EXAM/ADMIT/2013-14/001

DATE: 09/04/2013

**Institute of Cost Accountants of India
12, Sudder Street, Kolkata - 700016**

**Request for Proposal for
Document Scanning and Printing of Photo Admit Card & Photo
Attendance Sheet**

Closing Date For Submission of Bids: 19/4/2013 - 5.00 pm



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The recipient of this request hereby agrees that the material contained herein is "Confidential Information" of the Institute of Cost Accountants of India (ICAI). The recipient agrees that it shall only use the Confidential Information for the purposes of responding to the request contained in this package, and for no other purpose whatsoever. Recipient further agrees that it shall not disclose any such Confidential Information to any third party and that it shall use the same degree of care to avoid disclosure or non-permitted use of such information as it would employ with respect to its own extremely important confidential information, but in no event less than a reasonable degree of care. Recipient agrees that in the event of a threatened or actual disclosure or non-permitted use of any Confidential Information in violation of these terms and conditions, The Institute of Cost Accountants of India's remedy at law would be inadequate, and it hereby agrees that in such event an injunction restraining such use may be issued by any court of competent jurisdiction

Disclaimer

The Institute of Cost Accountants of India (ICAI) is not obligated to proceed with the project described in this request or to negotiate with any Vendor that has received this request. Each prospective Vendor shall be responsible for bearing all its own costs associated with preparing a response to this request, and in no event shall ICAI be responsible for payment of any such expenses.

Background of ICAI

The Institute of Cost Accountants of India (ICAI) is a statutory body constituted under an Act of Parliament, with its headquarters at "CMA BHAWAN", 12, Sudder Street, Kolkata – 700016. Please go through our website www.icmai.in for further details.

We are inviting your proposal for the following activities

Part 1. Scanning of Photo and signature from each exam application form.

Part 2. Cropping of photo and signature separately.

Part 3. Storing and handling over the scanned photo, signature and the entire form according to serial number of the form.

Part 4. Printing of Photo Admit Card and Photo Attendance Sheet.



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Scope of work

Job particulars	To be done by	
	THE INSTITUTE	Service Provider
1. Receiving Exam applications	YES	NO
2. Segregation of the same	YES	NO
3. Preparation of batches of 100	YES	NO
4. Data Entry in the system	YES	NO
4. Handing over the physical file to SP in batches of 100 forms	YES	NO
5. Scanning of application forms, cropping of photos and signature (de-stapling of photos preferably should be avoided) re-stapling of the same as required	NO	YES
6. Sending back the forms as in order of the originals after scanning.	NO	YES
7. Sending back the soft copy database of scanned documents	NO	YES
8. Preparation of final data for Admit card generation without photo and signature	YES	NO
9. Sending the sorted data to SP for printing	YES	NO
10. Collation of data and scanned images	NO	YES
11. Printing of admit card with pre-formatted /printed stationary (A4 size Papers supplied by THE INSTITUTE) after necessary QC.	NO	YES
12. Printing of attendance Sheet in A3 paper with sticker as per the format approved by THE INSTITUTE after necessary QC. Papers to be supplied by THE INSTITUTE	NO	YES
13. Printing of EA Sheet as per the format approved by THE INSTITUTE after necessary QC in A4 size. Papers to be supplied by THE INSTITUTE	NO	YES
14. Preparation of batches as per THE INSTITUTE exam dept's guideline and sending back to THE INSTITUTE.	NO	YES
15. Printing of admit card afterwards as and when necessary	NO	YES
16. Handing over all the data and images as per THE INSTITUTE's direction and format specified	NO	YES



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Legend: SP = Service Provider.

Note:

1. The SP will give 100 (hundred) sample photo admit card and attendance sheet according to **THE INSTITUTE's** specification within 10 days from receiving the work order. The sample application forms of the students can be collected from Mr. Rajat Basu (Joint Director – Examination)/Mr. Kamalesh Pattanayak (Assistant Director – IT) from the Institute's headquarters within the duty hours.
2. SP may be called to give a demonstration immediately if required.

Procedure

Sealed Tenders / Quotations are invited by the Director – Examination of The Institute of Cost Accountants of India ("ICAI"), "CMA BHAWAN", 12, Sudder Street, Kolkata – 700016 from experienced service provider/agencies for the above mentioned activities. The terms and conditions governing the instant Tender are as under-

The tender document is available at the office of the Director (Examination) of the Institute and may be obtained during working hours from 9th **April to 19th April, 2013** except Saturdays, Sundays & Institute's Holidays. The tender document can also be downloaded from the Institute's website (www.icmai.in).

The Institute will select a service provider in accordance with the method of selection specified in the Data Sheet.

The Tenderers are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Data Sheet, for the services specified in the Scope of the Services section. The Proposal will be the basis for a signed Contract with the selected Tenderer.

Sealed quotations addressed by name to Shri A Das, Director – Examination, The Institute of Cost Accountants of India may be sent at the Institute's address in the prescribed manner mentioned herein below, duly accompanied with, in two separate sealed envelopes (i) "**Technical Bid**" (**Annexure- II**) and (ii) "**Financial Bid**" (**Annexure-III**) placed in one bigger sealed cover superscribed "**Quotation for ICAI Document Scanning and Printing of Photo Admit Card & Photo Attendance Sheet**" and the same must reach office of the **Director – Examination, The Institute of Cost Accountants of India, "CMA Bhawan", 12 Sudder Street, Kolkata - 700016** either by Registered Post/Speed Post/Courier or by dropping in the quotation box placed at 1st Floor **not later than 5.00 PM on 19th April, 2013**.

Tenderers should familiarize themselves with local conditions and take them into account in preparing their Proposals.

Tenderers shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Institute is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Tenderers.

TERMS AND CONDITIONS

1. All the quotations have to be submitted within the dates mentioned in the document and The Institute shall not be held liable for any postal delays. Tender received after the stipulated time/date will be liable to be summarily rejected without giving any reason.
2. All the quotations are to be submitted as per details given in the enclosed **Annexure-I, II and III** on Service Provider's letter head duly signed, stamped and dated on each page as their unconditional and explicit concurrence to the terms and conditions laid down by the Institute.



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3. ICAI has the right to visit the service provider's Kolkata office and Head Office (in case Head Office is not at Kolkata) before opening the Financial bid. The visit report of ICAI team will form a part of the technical evaluation apart from the credentials given in the technical bid. ICAI has full right to accept/reject any proposal based on the above evaluations. In those cases Financial Bids of those rejected service providers will not be opened. Financial Bids will be opened for those tenderer whose Technical Bids are qualified for the purpose of opening the Financial Bids by ICAI in technical evaluation.
4. The service Provider must be in its legal existence for more a minimum period of 3 years out of which at least 2 years in examination related activities such as result processing, conducting examinations etc of Universities/Other Professional Bodies etc.
5. Any previous experience of successful implementation and handling of Document Scanning and Printing of Photo Admit Card & Photo Attendance Sheet will be given preference.
6. Bidders must have facilities with all necessary infrastructure and manpower to execute this activity from Kolkata. The entire activity of scanning and processing etc. must be executed from Kolkata only.
7. The Service Provider has to start the activities within 7 days of receiving the confirmation from the Institute. All the timelines as mentioned above and discussed and set by the Institute should be adhered by the Service Provider.
8. The Service Provider/Bidder must have experience of executing similar type of project on at least 50,000 students.
9. The Service Provider/Bidder has to submit audited balance sheets and IT return along with the Technical Bid.
10. The Service Provider/Bidder must have registered themselves under all the statutes of the Law required for undertaking this type of activities and attach photocopies of such registration along with the Technical Bid.
11. The rates should be quoted inclusive of all taxes and charges.
12. Payment will be made within 30 days from the clearance of bill by the user department. The bill should be raised on the completion of the entire project for all the supplies and activities covered under this tender document.
13. As the entire project is of utmost confidential in nature, the Service Provider/Bidder should take all sorts of measures and precautions to maintain the confidentiality of the documents, data, information and activities covered or related directly or indirectly with the project. The Service Provider/Bidder should not disclose any information relating to the activity to anyone other than the designated persons by the Institute. The Institute may impose any financial penalty and/or take any other legal action, as deemed fit, in case of breach of confidentiality in part or in whole during any stage of the project. Such action taken by the Institute shall be binding on the Service Provider.
14. The project or any part thereof cannot be sub contracted or outsourced to anyone without prior written permission of the Institute.
15. The Contract, initially, will be for June'13 of examination, which, may be extended for any further period on mutually agreed terms and conditions in writing.



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16. The Institute reserves the right to terminate the Contract with an advance notice of one month without showing any reason.
17. The institute, at its sole discretion, reserves the right to accept or reject any or all the quotations including the lowest tender at any stage without assigning any reason thereof and the decision of the Institute will be final and binding on all concerned.
18. All disputes, claims and demands arising under or pursuant to or effecting/touching the contract shall be referred to the arbitrator appointed by the Secretary (Acting) of The Institute of cost Accountants of India, Kolkata. The award of the sole Arbitrator shall be final and binding on both the parties under provisions of the Arbitration and Reconciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. Place of such arbitration proceedings shall be at Kolkata.

In case of any further information/clarification, you may contact, Mr. Rajat Kumar Basu, Joint Director (Examination)/Mr. Kamallesh Pattanayak, Assistant Director (IT), at **The Institute of Cost Accountants of India, "CMA Bhawan", 12 Sudder Street, Kolkata – 700016 (Phone: +91 33 2252 1031/34/35; Ext: 257/260)** or the undersigned (Phone: +91 33 2252 8270) on any working day during office hours.

(A DAS)
DIRECTOR

ANNEXURE-I

DATA SHEET



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1. The Institute will select the service provider as per the following processes:

- 1.1. Technical Evaluation from the facts and data mentioned in the Technical Bid.
- 1.2. Visit Report of the Institute's team.
- 1.3. Based on the above two, a technical evaluation report will be prepared and Financial Bids will be opened for those who qualify the technical evaluation.
- 1.4. Financial Bids will be opened and Prospective service providers will be called to finalise the terms and conditions.

The entire process may be executed either from the Institute's Headquarters at the site mentioned by the Examination Directorate or from the tenderers office at Kolkata only.

The Institute will not be responsible for providing any infrastructural and manpower support except the space for running the operation. The Institute will only provide the space in case the operation is carried out from The Institute's premises.

SLA (Service Level Agreement)

Scanning

	Centre	Daily capacity One form = average 2 images	Hour
1	Institute's HQ/SP office	10,000 No. of forms (Min.)	24 Hrs

Printing

Particulars	Timelines	Start Point	End Point
Printing of admit cards as per the format approved by THE INSTITUTE	24 hrs	Just after receiving soft copy of final data for printing of Admit Card from THE INSTITUTE along with the receipt of proper Stationery	Transmission of hard copy of admits cards and soft copy to THE INSTITUTE within 24 hrs after receiving the stationary from THE INSTITUTE.
Printing of Attendance Sheet as per the format approved by THE INSTITUTE	24 hrs	Just after getting clearance for printing of Attendance Sheet from THE INSTITUTE along with the receipt of proper Stationery	Transmission of hard copy of Attendance Sheet and soft copy to THE INSTITUTE within 24 hrs after receiving the stationary from THE INSTITUTE.
Printing of EA Sheet (Centre-wise daily Attendance Summary) as per the format approved by THE INSTITUTE	Along with Attendance Sheet	Just after getting clearance for printing of EA Sheet from THE INSTITUTE along with the receipt of proper Stationery	Transmission of hard copy of EA Sheet and soft copy to THE INSTITUTE along with Attendance Sheet



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Sending file for Hosting of admit cards in THE INSTITUTE format.	12hrs	Receiving from THE INSTITUTE	Transmission of hard copy of admit cards, attendance sheet, EA sheet and soft copy to THE INSTITUTE
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Non adherence of Schedule

Penalty will be imposed to vendor:

1. Violating delivery schedule

- a.** The delivery schedule is essence of the contract.
- b.** If there is any delay attributing to the service provider, the penalty of 2% per day will be attracted on the total order value subjected to maximum of 50% of the contract value.

2. Violating 100% accuracy.

Accuracy Level		
< 95%	95% to 99.99%	100%
No Payment	25% penalty on order value	Full Payment.

Confidentiality aspect has to be maintained throughout the entire process.

Institute will decide the methodology of evaluating the technical bid and that methodology will be treated as final.

The Service Provider has to work as per the plan and directions given by the Institute time to time for this project.

The quotation and terms and conditions thereof will be valid for 1 (one) year from the date of submission. However the Institute will have the discretion to award the job for any time period as deemed fit by them.



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ANNEXURE-II

TECHNICAL BID

1. Particulars of Vendor

- 1.1. Name of the Organisation
- 1.2. Type of the Organisation
- 1.3. Description of Core Business and no. of years in business
- 1.4. Address of Head Office
- 1.5. Address of Kolkata Office (If H.O. is not at Kolkata)
- 1.6. Name and Contact details of the M.D./CEO/Director
- 1.7. Name and Contact details of the person responsible for execution of the project
- 1.8. Contact details of the person responsible for execution of the project.
- 1.9. Experience in processing Document Scanning and Printing of Photo Admit Card & Photo Attendance Sheet as core area of activity (Experience in No. of Years)
- 1.10. Name and details of such Examination(s) and Institute(s)/University(s) with type of the examination and number of candidates for whom such admit cards was processed. Documentary evidence to be enclosed with the technical bid.

2. Statutory Requirements

- 2.1. PAN, TAN, Service Tax, CST, VAT as applicable by the Statute along with the copy of registration.
- 2.2. Audited Balance Sheet of last three financial years.
- 2.3. IT Return of last three assessment years.
- 2.4. Bank Account number with IFSC and RTGS.

3. Operational Efficiency

- 3.1. Number and specification of scanners to be used for the project.
- 3.2. Capacity of the scanners.
- 3.3. Number and specification of Printers to be used for the project.
- 3.4. Capacity and print resolution of the same.
- 3.5. Name and other details of the person responsible for looking after the project of ICAI.

DO NOT MENTION ANY RATE IN THE TECHNICAL BID



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ANNEXURE-III

FINANCIAL BID

Sl. No.	Item	Specification	Quantity	Rate Per Unit (Rs.)	Total Amount (Rs.)
1.	Scanning and Printing of Admit Card	Paper Size : A-4 Paper Quality: As per sample provided by ICAI	70,000(Approx.) for scanning and 90,000(Approx.) for printing		
2.	Printing of Attendance Sheet	Paper Size : A-3 Paper Quality: As per sample provided by ICAI	20,000 A3 sheet with sticker (5student detail per sheet)		
3.	Printing of EA Sheet (Centre-wise daily Attendance Summary)	Paper Size : A-4 Paper Quality: As per sample provided by ICAI	10,000(Approx.) sheets. (100 student list per sheet approx.)		

NOTE:

Rates to be quoted inclusive of all taxes and levies.

Actual number of items may vary.

Penalties will be charged for deviation in the quality and turnaround time.

No other prices will be paid by the Institute apart from the above mentioned items.