



**INDIRA GANDHI INSTITUTE OF DEVELOPMENT  
RESEARCH  
(Deemed to be University)**

(Advanced Research Institute established and fully funded by the Reserve Bank of India)  
Gen. A.K. Vaidya Marg, Film city Road, Santosh Nagar, Goregaon (EAST), MUMBAI-400065.  
TELEPHONE: 022 2841 6200/584. FAX: 022 2841 6399.

**EXPRESSION OF INTEREST (EOI)**

**FOR EMPANELMENT OF REPUTED CONSULTANTS TOWARDS**

**PREPARATION OF**

**ACCOUNTING POLICY & MANUAL,**

**STANDARD OPERATING PROCEDURE (SOP)**

**FOR GENERAL ADMINISTRATION & LIBRARY**

Tender Form submitted by

M/s \_\_\_\_\_

**Last date of submission: - 21<sup>st</sup> November'2019**

**Time : 13.00 Hrs**

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# Indira Gandhi Institute of Development Research

(Deemed to be University)

(Advanced Research Institute established and fully funded by the Reserve Bank of India)

Film City Road, Goregaon East, Mumbai, Maharashtra

TELEPHONE: 022 2841 6200/584. FAX: 022 2841 6399.

## INVITATION FOR EXPRESSION OF INTEREST

**Advt No. Admn/E.O.I/2019-2020/SOP/2**

**Date : 01<sup>st</sup> November'2019**

Indira Gandhi Institute of Development Research (IGIDR) invites sealed Expression of Interest (EOI) from agencies for empanelment of consultants for preparation of accounting policy & manual, standard operating procedures (SOP) for general administration and library.

The EOI document containing the details of qualification criteria, submission requirement, brief objective & scope of work etc can be downloaded from the website <http://www.igidr.ac.in/igidr-tenders/>

| Name of Service<br>(1)  | Period of empanelment<br>(2) |
|---|------------------------------|
| EMPANELMENT OF CONSULTANTS FOR PREPARATION OF ACCOUNTING POLICY & MANUAL, STANDARD OPERATING PROCEDURES (SOP) FOR GENERAL ADMINISTRATION AND LIBRARY. | 1 Year                       |

You may submit your response in sealed envelopes in prescribed format to the undersigned latest by **21.11.2019 by 13.00 Hrs**

The Registrar,  
Indira Gandhi Institute of Development Research,  
Gen. A.K. Vaidya Marg, Film city Road,  
Goregaon (East), Mumbai- 400065.

Queries if any may be referred in writing to the Administrative Officer, at the above mentioned address or [Telephone No. 022-28416588](tel:022-28416588) or at Email : [administrativeofficer@igidr.ac.in](mailto:administrativeofficer@igidr.ac.in)

| Sr No | Critical Dates            | Date     | Time      |
|-------|---------------------------|----------|-----------|
| 1.    | Publishing Date           | 01.11.19 |           |
| 2.    | Bid Submission Start Date | 01.11.19 |           |
| 3.    | Bid Submission End Date   | 21.11.19 | 13.00 Hrs |
| 4.    | Bid Opening Date          | 21.11.19 | 15.00 Hrs |

- a. Sealed EoI should be addressed to The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065 and superscripted “**EoI for empanelment of Consultants for Preparation of Accounting Policy & manual, Standard Operating Procedures (SoP) for General Administration and Library**” for **IGIDR, Goregaon (E), Mumbai-400065.**
- b. The EoI will be received up **to 13.00hrs on 21<sup>st</sup> November 2019.** Each copy of the document shall be under their full signature and seal. No bid will be accepted after closing date and time under any circumstances whatsoever.
- c. The envelopes shall be opened by **REGISTRAR or his authorized representatives in his office on the same day at 15.00 Hrs.**
- d. The bidder must use only the bid forms issued by the Institute to submit the EoI. Any addition/alteration in the text of the form made by the bidder shall not be valid and shall be treated as null and void.
- e. Each Page of the document should be signed by the person or persons submitting the EoI. EoI with any of the documents not so signed will be rejected.
- f. Before submitting the EoI, interested consultants may visit the Institute before the last date of submission of EoI to understand themselves about the nature of the services required.
- g. The intending bidder can obtain any clarifications regarding the EoI, required services etc. if any from the Office of Indira Gandhi Institute of Development Research, Goregaon, Mumbai-400 065 on any Institute`s working day by phone on **28416588** or by email to [administrativeofficer@igidr.ac.in](mailto:administrativeofficer@igidr.ac.in).
- h. The institute reserves the right to reject any prospective application without assigning any reasons and to restrict the list of qualified consultant to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.

REGISTRAR

## **TERMS OF REFERENCE:**

### **Background of the Institute:-**

Indira Gandhi Institute of Development Research (IGIDR) is an advanced research institute established and fully funded by the Reserve Bank of India for carrying out research on development issues from a multi-disciplinary point of view. Subsequently, the Institute was recognized as a Deemed University under Section 3 of the UGC Act. Starting as a purely research institution, it rapidly developed into a full-fledged teaching cum research organization. IGIDR offers academic programmes like M.Sc, M.Phil and Ph.D in Economics.

IGIDR is maintaining its accounts as per Bombay Trust Act and on Accrual Basis following the applicable Accounting Standards. The Institute is substantially financed by RBI. Funds are also received from various sponsoring agency from India and abroad for carrying out research projects. IGIDR is a FCRA registered institution for carrying out foreign sponsored projects. Institute has its byelaws, rules & regulations for recruitment of employees, pay structure; leave rules, other employee benefits as guided by central government/UGC/MHRD. Institute is following General Financial Rules issued by Govt. of India for Procurement of Goods & Services.

### **Aims & Objectives:**

The objective of the said expression of interest is preparation of accounting Policy & Manual as well as standard operating procedures for the institute for its various departments like general administration, accounts, estate, computer section, projects, Library etc.

### **Venue & Deadline for submission of proposal :-**

Sealed Proposal, in its complete form in all respects as specified in the EOI, must be submitted to IGIDR at the address specified herein earlier. In exceptional circumstances and at its discretion, IGIDR may extend the deadline for submission of proposals by issuing an amendment to be made available on the IGIDR website, in which case all rights and obligations of MHRD and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

**Validity of Offer:**

The offer for EOI as per this document shall be valid for a period of three (03) months initially which may be extended further if required by IGIDR

**BROAD SCOPE OF WORK FOR CONSULTANT:**

The scope of the work of the consultant will be to prepare the following:

1. Accounting Policy
2. Accounts Manual
3. Standard Operating Procedure for General Administrative matters
  - a) Administration & Human Resource Management
  - b) Estate Department
  - c) Information Technology Department
  - d) Sponsored Research Projects
  - e) Standard Operating Procedure for Library

The accounting policy, accounts manual and SoPs for general administration and library needs to be prepared with reference to applicable Standard Accounting Norms, Bye-laws, MoA, Bombay Trust act, Income tax rules, GST rules, FCRA act for foreign sponsored project, General Financial rules of Govt. of India, central govt rules and regulations and the existing practices of the Institute.

**TIME SCHEDULE**

A draft report would be submitted within 3 months of the date of signing of agreement. IGIDR will provide written response on the of receipt of draft. Once the draft is finalized from representatives of IGIDR, within one month the consultant will submit the final report to institute.

## **INPUTS TO BE PROVIDED BY IGIDR**

IGIDR will facilitate interaction of agency/individuals/consultants to the various department heads, it's staff to understand the nature of work, procedures, norms of the Institute. A representative from each department will coordinate with agency/individuals/consultants for the said work.

## **DELIVERABLES**

The Consultant shall submit a detailed report indicating the following:

1. Accounting Policy
2. Accounts Manual
3. Standard Operating Procedure for General Administrative matters
4. Administration & Human Resource Management
5. Estate Department
6. Information Technology Department
7. Sponsored Research Projects
8. Standard Operating Procedure for Library

The report has to be submitted both in hard copy and soft copy.

### **Instruction to Consultants :-**

The Expression of Interest is to be submitted in the manner prescribed below :-

1. All information as detailed below is to be submitted in hard copies in separately sealed envelope
  - a) Applicant's Expression of Interest (as per Format-1)
  - b) Organizational Contact Details (as per Format-2)
  - c) Experience of the organization (as per Format-3)
  - d) List of three (03) experts/ consultants on payroll (as per Format-4)
  - e) Financial strength of the company (as per Format-5)
  - f) Declaration (as per Format-.6)
  - g) Power of Attorney in favor of Authorized Signatory with long and short signatures of Authorized person.
  - h) Consultancy organization must have its office in Mumbai, Navi Mumbai, Thane.
2. EOI Documents have been hosted on the website <http://www.igidr.ac.in/igidr-tenders/> and may be downloaded from the website. The bidders are expected to examine all instructions, forms, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

3. **Qualification Criteria:**

Following will be the minimum pre-qualification criteria. Each eligible consultant should possess all the following pre-qualification criteria. Responses not meeting the minimum Pre-qualification criteria will be rejected and will not be evaluated.

| <u>S. No.</u> | <u>Pre-qualification Criteria</u>  | <u>Supporting Compliance Document</u>   |
|---------------|--|---|
| 1.            | The applicant shall be a firm/ company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India and must have an office in Mumbai / Thane / Navi Mumbai.  | Copy of Certificate incorporation and Partner Deed, if any  |
| 2.            | The Consultant firm/company should have Income Tax Permanent Account Number (PAN) and GST Registration   | Copy of Certificate to be enclosed.   |
| 3.            | The Firm should have been in operation for at least 10 years after its registration.   | Copy of Certificate to be enclosed.   |
| 4.            | The Average Gross <b>Professional Fees</b> earned during the last 3 financial years i.e. (2016-17 , 2017-18 and 2018-19) must be equal to or more than <b>INR 3 crore (Three crore)</b> .  | The Consultant firm/company should submit the audited balance sheet and P & L account of last 3 financial years with positive net worth in each year duly certified by CA.                  |
| 5.            | The applicant should have provided consulting services and domain expertise in the area and development of accounting policy, Accounting Manual, Development of Standard Operating Procedures for General Administration for at least two organization i.e. higher educational institutes (IITs/NITs/Universities/autonomous institutes/ registered under Bombay Trust Act)/PSUs/Central government/ other limited and Pvt. Ltd companies. Other organization and corporates | Only copy of work order/contract in related services area and development of accounting policy, Accounting Manual, Development of Standard Operating Procedures for General Administration. |
| 6.            | The Consultant Firm/Company should submit their complete profile of Directors/Partners including details of manpower permanent /contract basis.  | Enclose the details accordingly.  |
| 7.            | List of clients with contact details and copy of certificate of appreciation if any.   | Enclose the details accordingly for the related work.   |
| 8.            | Either the Registered Office or one of the Branch Offices of the bidder should be located in the district of Greater Mumbai, Navi Mumbai and Thane.  | Enclose the detail address of the office  |
| 9.            | The firm should not be blacklisted by any Central Govt. / State Govt. / PSU/Govt. Bodies   | Certificate signed by Authorized signatory  |



**4. Evaluation Criteria and Method of Evaluation:**

- a. Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- b. EOI will be evaluated for short listing inter alia based on their past experience of handling similar type of project, strength of their man power, financial strength of firm and presentation / proposal to the selection committee whose decision will be final.
- c. Agencies who qualify as per the eligibility conditions will be provided a brief about the project. The agencies may be required to make a presentation, if required, to a selection committee show-casing their proposals.
- d. IGIDR will take up references and reserves the right to pay due heed to the Bidder's performance elsewhere.
- e. Short listed agencies will be issued Bid Documents and asked to submit their price proposal in a sealed envelope.

**5. Response:**

Bidders must ensure that their Bid response is submitted as per the formats attached with this document.

Application in sealed cover super scribed, as "EoI for empanelment of Consultants for Preparation of Accounting Policy & manual, Standard Operating Procedures (SoP) for General Administration and Library"

**6. Conflict of Interest:**

Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform IGIDR, detailing the conflict in writing as an attachment to this Bid.

IGIDR will be the final arbiter in cases of potential conflicts of interest. Failure to notify IGIDR of any potential conflict of interest will invalidate any verbal or written agreement.

A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by a person involved in a Bid process.

**7. Condition under which EOI is issued:**

The EOI is not an offer and is issued with no commitment. IGIDR reserves the right to withdraw EOI and or vary any part thereof at any stage. IGIDR further reserves the right to disqualify any bidder, should it be so necessary at any stage.

**FORMATS FOR SUBMISSION:**

**FORMAT – 1**

**APPLICANT’S EXPRESSION OF INTEREST**

Date : \_\_\_\_\_

To,

The Registrar,  
Indira Gandhi Institute of Development Research,  
Gen. A.K. Vaidya Marg, Film city Road,  
Goregaon (East), Mumbai- 400065.

**Sub: Submission of Expression of Interest for empanelment of Consultants for Preparation of Accounting Policy & manual, Standard Operating Procedures (SoP) for General Administration and Library” for IGIDR Mumbai.**

Dear

In response to the Invitation for Expressions of Interest (EOI) vide advt No. Admn/E.O.I/2019-2020/SOP dated 30.10.2019 for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach the following documents in sealed envelopes:

1. Organizational Details (Format-2)
2. Experience in related fields (Format-3)
3. List of experts / consultants on payroll at least 3 (Format-4)
4. Financial strength of the organization (Format-5)
5. Declaration (Format-6)

Should this EoI be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable.

I / We have carefully gone through the terms and conditions prescribed and I / We accept the same in to without any alterations / modifications.

Sincerely Yours,  
Signature of the applicant  
[Full name of applicant]  
Stamp.....  
Date:

Encl.: As above

**FORMAT – 2**

**PART – A**

**SELF DECLARATION**

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT**

To,

The Registrar

Indira Gandhi Institute of Development Research

Film City Road, Santosh Nagar, Goregaon (East), Mumbai – 400 065.

Dear Sir,

We hereby confirm and declare that we, M/s -----, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the Services/ Services during the last 5 years.

For M/s \_\_\_\_\_

Authorized Signatory

---

**PART – B**

| <b>S. No</b> | <b>Organizational Contact Details</b>   |  |
|--------------|---|--|
| 1.           | Name of Organization  |  |
| 2.           | Main areas of business  |  |
| 3.           | Type of Organization Firm/ Company/ partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932   |  |
| 4.           | Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous? If yes, details thereof. |  |
| 5.           | Address of registered office with telephone no. & fax   |  |
| 6.           | Address of offices in Mumbai/Thane/Navi Mumbai  |  |
| 7.           | Contact Person with telephone no. & e-mail ID   |  |

Enclose:-

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3 above.
3. Undertaking in respect of 4 above.

Signature of the applicant  
Full name of the applicant  
Stamp & Date.

**FORMAT – 3**

| <b>Experience in Related Fields</b>                                  |  |   |                                 |
|--|--|---|---------------------------------|
| Overview of the past experience of the Organization                  |  |   |                                 |
|  | Experience of assignments of similar nature like | Number of Assignments during last 5 years | Enclose copy of each work order |
| <b>a.</b>  | Preparation of accounting policy & manual        |   |                                 |
| <b>b.</b>  | SOP's for general administration                 |   |                                 |
| Signature of the applicant<br>Full name of applicant<br>Stamp & Date |  |   |                                 |

**FORMAT - 4**

| <b>List of experts/consultants ( at least 5 )</b> |             |                    |                      |                          |
|---|-------------|--------------------|----------------------|--------------------------|
| <b>S. No</b>                                      | <b>Name</b> | <b>Designation</b> | <b>Qualification</b> | <b>Domain Experience</b> |
| 1.  |             |                    |                      |                          |
| 2.  |             |                    |                      |                          |
| 3.  |             |                    |                      |                          |
| 4.  |             |                    |                      |                          |
| 5.  |             |                    |                      |                          |
|   |             |                    |                      |                          |

Signature of the applicant  
Full name of applicant  
  
Stamp & Date

**FORMAT – 5**

| <b>Financial Strength of the Organization</b> |                |                              |                                |
|---|----------------|------------------------------|--------------------------------|
| S. No   | Financial Year | Net Worth Positive/ Negative | Annual Gross Professional Fees |
| 1   | 2016-17        |                              |                                |
| 2   | 2017-18        |                              |                                |
| 3   | 2018-19        |                              |                                |
|   |                |                              |                                |

Signature of the applicant  
Full name of the applicant  
Stamp & Date.

**FORMAT – 6**

**DECLARATION**

We hereby confirm that we are interested in competing for the consultancy services for Preparation of Accounting Policy & manual, Standard Operating Procedures (SoP) for General Administration and Library” for IGIDR Mumbai.

All the information provided herewith is genuine and accurate.

I/We hereby declare that I/we have read and understood the above instructions and the same will remain binding upon me/us.

Signature of the applicant  
Full name of the applicant  
Stamp & Date.