

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH
GOREGAON (EAST), MUMBAI

Call for Expression of Interest (EoI) for empanelment of Reputed Consultants

For

Preparation of Accounting Policy & manual, Standard Operating Procedures (SoP) for
General Administration and Library

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

Gen. A.K. Vaidya Marg, Film city Road, Santosh Nagar, Goregaon (EAST), MUMBAI-400065.

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

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI

Notice Inviting EoI

Advertisement No. IGIDR/June'2019/GEN-1

Dated 09.07.2019.

“NAME OF THE SERVICES: **“Empanelment of Consultants for Preparation of Accounting Policy & manual, Standard Operating Procedures (SoP) for General Administration and Library”** for INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, GOREGAON, MUMBAI – 400 065.”

1. REGISTRAR, IGIDR MUMBAI invites expression of interest (EoI) from reputed consultants for the following Services:

Name of Service	Period of empanelment
(1)	(2)
Empanelment of Consultants for Preparation of Accounting Policy & manual, Standard Operating Procedures (SoP) for General Administration and Library.	1 Year

The sealed EoI for empanelment of consultants are being invited for the above mentioned Services.

2. The EoI in sealed envelope, superscripted as **“EoI for empanelment of Consultants for Preparation of Accounting Policy & manual, Standard Operating Procedures (SoP) for General Administration and Library”**. The EoI will be received up to **4:00 PM on 31st July 2019**. Each copy of the document shall be under their full signature and seal. No bid will be accepted after 4:00 PM on 31st **July 2019** under any circumstances whatsoever.
3. The envelopes shall be opened by REGISTRAR or his authorized representatives in his office on the same day at 5:00 PM.
4. 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.
5. 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.

REGISTRAR

SECTION 'A'
Letter of Offer

Date _____

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

Subject: “EoI for empanelment of Consultants for Preparation of Accounting Policy & manual, Standard Operating Procedures (SoP) for General Administration and Library” for IGIDR Mumbai.

Reference: EoI Advertisement No. IGIDR/June’2019/GEN-1 Dated 09.07.2019.

Dear Sir,

With respect to your above mentioned call for EoI, I / We hereby submit my / our EoI in the required format along with Company Profile and supporting documents.

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.

Yours faithfully,

Signature

Name & seal of Consulting

Agency/firm/company

SECTION 'B'
GENERAL INSTRUCTIONS

Sealed EoI should be addressed to The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065 (By name) 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.**

1. The EoI in sealed envelope, superscripted as **“EoI for empanelment of Consultants for Preparation of Accounting Policy & manual, Standard Operating Procedures (SoP) for General Administration and Library.**

1. The EoI shall be submitted in a sealed envelope duly filled signed and stamped on each page. The tender shall be submitted in the office of the Registrar Indira Gandhi Institute of Development Research on or before 4:00 pm on the stipulated date and will be opened on the day at the office of Registrar Indira Gandhi Institute of Development Research, Goregaon, Mumbai. The consultant or their representatives shall choose to remain present at the time if they so desire. No bid will be accepted after 4:00 PM on 31st **July 2019** under any circumstances whatsoever.
2. The envelope shall be opened by REGISTRAR or his authorized representatives in his office on the same day at 5:00 PM.
3. EoI bid shall remain valid for acceptance by the Institute for a period of Three months from the date of opening of the bid and which period may further be extended by mutual agreement and the bidder shall not cancel or withdraw the tender during this period.
4. 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.
5. 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.
6. The EoI submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed

contract or by a person holding the power of attorney in the case of a company. Otherwise the EoI may be rejected by the Institute.

7. EoI incomplete in any form will be rejected outright; conditional offers will not be accepted.
8. On receipt of intimation from the IGIDR for acceptance of his/their EoI for shortlisting, the respective tenders shall be issued to shortlisted consultants only.
9. Conflict of Interest: That Consultant has no business, professional, personal, or other interest, including, but not limited to, the representation of other clients, that would conflict in any manner or degree with the performance of its obligations under this contract.
10. 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.

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

Place :

Signature of Consultant

With the seal of their company

Date :

SECTION 'C'
INFORMATION FOR BIDDERS

Background :

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.

SECTION 'D'
PRE-QUALIFICATION CRITERIA

- **Minimum Qualification Documents to be submitted by Bidder along with EoI:**

The EoI of those company/firms only will be considered which satisfy the following eligibility criteria:

- i. The Consultant firm/company should have copy of Registration/certificate of as applicable.
- ii. The Consultant firm/company should have Income Tax Permanent Account Number (PAN) and GST Registration,
- iii. The Firm should have been in operation for at least 10 years after its registration.
- iv. The Average Annual Income (i.e. Average Gross Professional Fees earned during the 3 years) of the Firm in the last 3 financial years i.e. (2015-16 , 2016-17 and 2017-18) must be equal to or more than INR 5 crore (Five crore). The Consultant firm/company should submit the audited balance sheet, financial statements and P & L account of last 3 financial years with positive net worth in each year duly certified by CA.
- v. 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 organizations as detailed below:
 - a. Educational institutes/universities/ Autonomous institutes/Institutions under Bombay Trust Account
 - b. Public sector entities/government departments
 - c. Other organization and corporates

- vi. The Consultant Firm/Company should submit their complete profile of Directors/Partners including details of manpower permanent /contract basis.
- vii. List of clients with contact details and copy of certificate of appreciation if any.
- viii. 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.
- ix. The consultants qualifying the above mentioned criteria will be called for presentation before final empanelment.

The bidder must submit the duly filled details as per the enclosed sheet at **Annexure A** for prequalification details. It must be duly signed and stamped. Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter head of the company and enclosed in a cover, to be submitted along with the EoI duly stamped and signed by the authorized person of the consultant firm/company.

SECTION 'E'
TECHNICAL BID

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
4. 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.

SELF DECLARATION

Annexure - B

**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.

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

Date: