

THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

TENDER

FOR

OUTBOUND & INBOUND TRANSPORTATION SERVICES

Last Date of Submission : 1st, February, 2018, upto 16:00hrs.

Earnest Money – ₹ 30,000/- (Thirty Thousand Only)

Cost of Tender Document – ₹ 5,000/- (Five Thousand Only)



**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
12, SUDDER STREET, KOLKATA – 700 016**

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TENDER NOTICE

Ref. No.: Tender/Studies/2017-18

January 12th, 2018

SUBJECT : TENDER FOR OUTBOUND & INBOUND TRANSPORTATION SERVICES

Sealed tenders are invited from reputed agencies having capacity and good track record to provide transportation services to all India bases for "The Institute of Cost Accountants of India" for a period of Two years on contract basis through tendering. For details, visit Institutes website "www.icmai.in"

Tenders duly signed by the Tenderer shall be submitted into two parts in separate sealed envelopes super-subscribing Annexure - I and Annexure - II (Commercial Bid). Both the envelopes should be put into a third envelope super-subscribing with "**Tender for Outbound & Inbound Transportation Services**" (Bid Reference-**Tender/Studies/2017-18**) and addressed to 'The Convener, Tender Committee, The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata - 700016 along with earnest money of ₹ 30,000/- (Rupees Thirty Thousand Only) in the form of Bank Demand Draft drawn in favour of "**The Institute of Cost Accountants of India**" payable at Kolkata, to be put along with Annexure I. Tender cost of ₹5000/- (non refundable) will be deposited by way of Demand Draft at the time of submission of Tender documents with Annexure I. The tender shall be dropped positively on or before **4.00 p.m. of February 1st, 2018** in the Tender Box of the Institute at 12, Sudder Street, Kolkata - 700016. The tenders have to be submitted within the date & time mentioned in the Tender Notice and The Institute shall not be held liable for any postal or any other delays. Tenders received after the stipulated date & time or without earnest money will be liable to be summarily rejected without giving any reason. The earnest money deposited by the unsuccessful tenderer will be refunded back within 30 days from the date of opening of the Commercial Bid.

The tender will be opened on 02.02.18 at 3 p.m. The tenderer, if they wish, may present during the opening of the tender. Commercial Bid will be opened only for those who fulfills the eligibility criteria as per point **3.1.**

**Convener
Tender Committee**

General Terms & Conditions.

ENQUIRY FOR OUTBOUND & INBOUND TRANSPORTATION OF BOOKS IN SMALL LOTS / PART LOAD BASIS TO VARIOUS LOCATIONS IN INDIA OR VICE VERSA.

Offers are invited from reputed firms/companies for **Inbound and Outbound** transportation of Books of the Institute for students to any destination in India or vice versa.

1.0 ESTIMATED QUANTITY

Annual estimated quantity appended below. The quantity is indicative only and actual quantity may vary during the execution of contract. The transportation would mainly involve small lots/part load. The intent of the enquiry is to seek rate contract per Kg basis.

Sl. No.	Zone	Apx. Qty (including outbound & inbound transportation)
1	East Zone	20000 Kg
2	North Zone	15000 Kg
3	West Zone	30000 Kg
4	South Zone	60000 Kg

2.0 ESTIMATED VALUE OF CONTACT

40 Lacks per Annum(approx.)

3.0 PERIOD OF CONTRACT

Contract will be effective for a period of two years from the date of the signed of the Agreement. The contract can be extended on mutual agreement for another period of one year or otherwise as agreed upon.

4.0 ELIGIBILITY CRITERIA

Tender is to be submitted in the Sealed Envelope superscribed with "TENDER for Inbound and Outbound transportation" in two parts – (i) Annexure I and (ii) Annexure II (Commercial Bid).

4.1 Bidder shall fulfill the following eligibility criteria:

Documents in support of nature of ownership (Partnership Firm, Private/Public Limited Company, State/Central Government Undertaking or Joint Sector Organization etc.) with PAN No., GSTN., Trade License No., Address, Telephone No(s), Mobile No (s), E-mail Id, Fax No (s), 2years turnover and other relevant information, if any, are to be provided.

- a. The bidder shall have minimum 10 years experience in transportation of books preferably with Govt. Departments/PSU/ other reputed companies [copy of certificates in support of experience to be submitted].
- b. Bidder shall submit the list of their serviceable destinations/Pin codes of schedule and unscheduled destinations and tentative delivery period against each destinations.
- c. The bidders must have their presence in Pan India basis.
- d. Bidder shall have wide network covering majority of the states and metro cities.
- e. The bidder must have a toll free telephone number also.
- f. The bidder shall provide a dedicated Team for pickup of our books and one Account Manager for the updation of day to day monitoring of cargo.
- g. The bidder must have GPS enabled vehicle Pan India Basis for online tracking/tracing.

5.0 EMD

The earnest money of ₹ 30,000/- has to be deposited by the tenderer in the form of bank draft from any Nationalised bank in favour of "The Institute of Cost Accountants of India". The earnest money deposited by the successful tenderer shall be treated as security deposit and the same will be refunded after the Expiry of the contract. The earnest money deposited by the unsuccessful tenderer will be refunded back within 30 days from the date of opening of the Commercial Bid.

6.0 RATE BASIS

The Rate basis shall be as under:

6.1 Per kg rate along with other charges (Way Bill Charges, Value Search Charges & Green Search Charges or any other charges imposed by the Govt. time to time) should be mentioned clearly in the contract. Rates shall be inclusive of labour charges for loading above items on the trucks and wherever applicable unloading the same at the destinations.

6.2 The rates quoted shall remain firm for the contract period. **Applicable Taxes will be paid extra.** However, no other incidental charges shall be payable.

6.3 The rates quoted shall be valid for delivery at the destination noted in the challan / any other premises situated within the Municipal limits. No claim for any extra charge for such delivery shall be accepted.

6.4 The bidder may quote separate rates for Non-schedule destinations in the enclosed Price Schedule [Annexure -II]. No extra charges like Diplomat Charges etc. will be paid for those Non-schedule destinations except for the charges quoted by them for Non-schedule destinations. The destinations, which are not mentioned in the schedule destination list, provided by the vendors but are within 30 Kms. of the schedule destinations will be considered schedule destinations and paid accordingly.

6.5 Prices shall be quoted strictly as per the Price Schedule enclosed as Annexure-II. The bidder shall submit sealed bid in hard copy quoting rates for schedule & non schedule destination.

7.0 PICK UP OF BOOKS

The contractor shall uplift the Books promptly within 6 hours of the advice being conveyed over phone/through e-mail.

8.0 PENALTY FOR DELAYED DELIVERY & NON PLACEMENT OF TRUCKS

8.1 Non placement of trucks at Consignee / Consignor's premises promptly [preferable within 6 hrs. from the call up]. In case Transporter fails to place trucks as per ICAI's call-up even after 24 hours (excluding holidays) from the call-up date, ICAI may liberty to arrange transportation of the Books by engaging any other transporter at the risk and cost of the transporter without further reference to the transporter.

8.2 Price deduction due to delayed delivery shall be @ 0.5% per day or part thereof delay for any delay beyond two days of the committed transit schedule subject to maximum of 15% of the freight charges for the delayed consignment except GST.

Note: Transit time for outbound & inbound transportation to be indicated against schedule destinations by the vendors. For non-schedule destination additional 3 days transit time will be allowed. Exception to the above would be applicable for movement to destination in Nagaland, Mizoram, Manipur and J&K state except Jammu region.

9.0 DELIVERY CHALLANS /DOCUMENTS

The contractor shall be responsible for obtaining clear receipted challan/consignment notes as applicable from the receiving party. The transporter shall obtain the relevant documents like Way Bill / Road Permit etc from us.

10.0 TRANSIT INSURANCE

In case of shortage/loss in transit of books the value (printing cost) will be deducted from the bills.

11.0 PAYMENT

30 days from the date of submission of bill along with documents.

12.0 TERMINATION OF CONTRACT

In the event of unsatisfactory performance, The Institute of Cost Accountants of India reserves the right to terminate the contract without prejudice with a notice of one month. In this eventuality the Security Deposit will be forfeited.

13.0 FORCE MAJEURE

The transporter shall not in any way, be held liable for non-performance for any delay in the delivery schedule in consequence of the following:

- Declared Strike / Bandhs
- Lockout
- Natural Calamities
- Decrees of any Government or Governmental Authority
- Revolution
- Wars
- Acts of enemies of the state
- Riots

Any reason other than the above will not be considered as force majeure condition.

14.0 GENERAL

14.1 The company reserves the right to accept or reject any or all offers without assigning any cause. Incomplete offers are liable to be rejected. No deviations shall be granted.

14.2 Workmen engaged by the contractor would have to abide by Institutional security regulations and entry inside the work place would be only against authorised gate pass. In every respect the contractor shall be responsible for the good behavior and conduct of his employees. Any penalty or levies being imposed on us on this account for any reasons whatsoever will be recovered from the contractor.

Bid of any tenderer may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.

Annexure I
Quotation for Bulk Transportation of books
Offices to various destinations.

Part-I

1. Name of the Organisation:
2. Name of the Directors:
3. Address of HO.:
4. Local Address and Authorised Contract Person:
5. Telephone No:
6. Mobile No.:
7. Email ID:
8. Past Credential as per Clause No. 4.1(attach proof):
9. PAN:
10. GST Registration No.:
11. EMD amount: ₹ 30,000/-: DD No: _____ Date: _____
Bank Name: _____
12. Cost of Tender Document: ₹ 5,000/-:
DD No: _____ Date: _____
Bank Name: _____

(Demand draft in favor of **"The Institute of Cost Accountants of India"**, Payable at **"Kolkata"**)

COMMERCIAL BID

Distribution

Basic freight (₹/Kg): excluding of applicable tax

Annexure - II

Zone	Surface
A	
B	
C	
D	
E	

To / Ex	North One	North Two	East	North East	West One	West Two	South One	South Two	Central
North One	A	A	D	E	B	C	C	D	B
North Two	A	A	D	E	C	C	D	D	B
East	C	D	A	B	C	D	C	D	B
North East	c	D	B	A	D	D	D	E	C
West One	B	C	D	E	A	A	C	D	B
West Two	C	D	D	E	A	A	B	D	B
South One	c	D	D	E	C	B	A	B	B
South Two	D	D	D	E	C	C	A	A	B
Central	B	C	D	E	A	B	B	D	A
Group	State								
North One	Delhi, Uttar Pradesh, Harayana, Rajasthan								
North Two	Chandigarh, Punjab, Himachal Pradesh, Uttranchal, Jammu & Kashmir								
East	West Bengal, Orissa, Bihar, Jharkhand, Chattisgarh								
North East	Assam, Meghalaya, Tripura, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Sikkim								
West One	Gujarat, Daman & Diu, Dadra & Nagar Haveli								
West Two	Maharashtra, Goa								
South One	Andhra Pradesh, Karnataka, Tamil Nadu, Pondicherry								
South Two	Kerala								
Central	Madhya Pradesh								