



**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA**  
(Statutory Body Under an Act of Parliament)  
CMA BHAWAN, 12, SUDDER STREET, KOLKATA – 700 016



**TENDER NOTICE**

**April 18, 2022**

**Ref. No. Admin-CAB SERVICE PROVIDER-2022-25 - Economy**

**SUBJECT: Empanelment for CAB SERVICE PROVIDER for Headquarters.**

**NOTICE FOR INVITING APPLICATIONS TOUR/TRAVEL AGENCIES FOR HIRING CAB/TAXI**

The Institute of Cost Accountants of India intends to engage/empanel experienced, reputed and leading Tour and Travel Agencies located in Kolkata for hiring Cab/taxi for official use of the Institute of Cost Accountants of India. Sealed tenders under "Two Bid System" are invited for engagement of Tour and Travel Agencies for the Headquarters of the Institute at Kolkata in the prescribed bid forms enclosed with this bid document for a period of three years from the date of issue of work order with provision of further extension for one more year at the same terms and conditions if mutually agreed.

**The details of the tender are as under:**

1.	Type of work	Engagement of Tour and Travel Agencies for The Institute of Cost Accountants of India, Kolkata
2.	Date of Announcement of Tender	April 18, 2022
3.	Last date for submission of Tender	<b>April 25, 2022 by 16:00 hrs</b> (The Technical bid and Commercial Bid are to be sealed in separate envelope super-scribing Technical Bid and Commercial Bid respectively AND put in 1 common envelop together for submitting)
5.	Address of Submission	Tender Box (Labelled as "Limited Tender Committee Box number 2", Ground Floor, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.
6.	Mode of Submission of EOI documents	By hand or through post/courier so as to reach before the due date and time. The EOI submitted through courier must mention on the main envelope 'Empanelment of CAB Service provider'
7.	Contact Person for queries	Shri Abhishek Das (Admin)  Email id : - traveldesk.kolkata1@icmai.in Landline: 033 - 22521602, Monday to Friday during office



## 1. INSTRUCTION TO BIDDERS

- 1.1. Bidders shall bear all costs associated with the preparation and submission of its bid.
- 1.2. Institute may ask clarifications if any during the evaluation and the bidders are expected to respond. Lack of response from them will enable the Institute arrive at its own decision about such bids.
- 1.3. Any arithmetical error i.e. discrepancy between unit price and in total, error in total corresponding to the addition or subtraction of subtotals, discrepancy between words and figures shall be corrected by examining committee.
- 1.4. Anticipated annual requirement would be 6-7 lakhs. The mentioned requirement is indicative; bidders shall have no claim to any payment of compensation.
- 1.5. Headquarters of the Institute intends to engage only one category of cab service provider; for regular works purposes.
- 1.6. Such Cab will be used for regular work and will fall under Economy Category.
- 1.7. The Institute may waive any minor non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver does not prejudice to affect the relative ranking of any Service Provider.
- 1.8. The participating bidder has to submit this tender document signed and sealed on each page, together with Technical Bid, as acceptance of the terms and conditions mentioned herein.

## 2. SCOPE OF WORK:

- 2.1. To arrange Taxi/cab services in Kolkata (General) **as and when required basis**.
- 2.2. The Contractor should be able to provide AC Taxis at a short notice/ (within 30 minutes).
  - i. For regular requisitions the taxi must reach the destination 30 minutes in advance.
- 2.3. The bill/invoice of courier services provided shall be prepared by the Agency and submitted on monthly basis to the Administration Department of the Institute for certification/verification and payment.
- 2.4. The agency will provide 24x7 services. The agency should be prepared to provide the services on Saturday/Sundays/ Holidays besides normal working days, if so required by the Institute.
- 2.5. Sanitizing the car as per guidelines of WHO before sending car to Institute's guests and also to take adequate care for safety of driver.
- 2.6. To provide the details of taxi & chauffeur to the guest as well to the contact person of the Institute at least 5 hours prior to the journey.
- 2.7. The agency shall submit the bill on monthly basis, latest by 15th of every month, for the preceding month. Bills should be addressed and submitted to Administration Department, along with details of work done. The payment will be made within 30-45 days from the date of receipt of bill for undisputed



amount.

### **3. ELIGIBILITY CRITERIA:**

- 3.1. The Registered Office of the Agency should be located Kolkata. An attested copy of the registration certificate of offices in Kolkata shall be enclosed.
- 3.2. In case of partnership firms, a copy of the partnership agreement, or General Power of Attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- 3.3. The Agency must have a minimum of five (5) years' experience in supplying taxies to reputed private companies / Public Sector Companies / Banks / Central and State Government Departments. Proof of at least two contracts relating to supplying of taxi services to Central Government / State Governments / PSUs / Bank / reputed private firms in last three years along with attested copies of the supply order be enclosed with the tender document.
- 3.4. The Agency should have a minimum annual average turnover of Rs. 50 lakhs for during last three financial years i.e. 2017-18, 2018-19, 2019-20 or 2020-21 (any three). A copy of turn over statement duly certified by the C.A must be enclosed with the tender document.
- 3.5. The agency should have adequate professionally trained manpower.
- 3.6. Names, address & telephone numbers of five major clients may be provided for obtaining necessary confirmation regarding the standard of services and other relevant details. (Annexure II)
- 3.7. The agency should be having valid PAN/ TAN/ GST/All applicable licenses.

### **4. GENERAL TERMS AND CONDITIONS**

- 4.1. The contract will be initially for a period of three years and is likely to commence from the date of signing of the agreement which may be extended for a further period of one year on the same rates, terms and conditions depending upon the requirement and administrative convenience of Institute. Any further extension can be considered on terms and condition and satisfactory performance. The Institute, however, reserves the right to terminate / curtail the contract at any time after giving one week's notice without assigning any reason.
- 4.2. The Agency shall provide only well maintained Cars, properly cleaned inside and outside and in good hygienic condition. The seat should be comfortable. The seats shall always be covered with neat and good quality seat covers. The Cars are should not be dented/ damaged. No payment shall be made if the vehicle is found in dirty or shabby condition.



- 4.3. The Cars should be insured comprehensively and must comply with pollution control norms applicable and as amended from time to time by the Central/ State Govt. authorities.
- 4.4. The Cars supplied should be fitted with all modern features.
- 4.5. The vehicles will have to be fitted / provided with the following additional accessories / utilities: -
- a. Clean seat covers
  - b. Quality radio music system
  - c. Reading lamp
  - d. Tissue paper box
  - e. Car perfume
  - f. Seat Belts (front Rear)
  - g. Umbrella during Monsoon
  - h. Water Bottle
  - i. Sanitizer
  - j. Disinfectant Spray
- 4.6. Only such Taxi Operators may apply whose Taxies have been duly authorized by the concerned RTO for use as public transport and who have telephone connections available at their Premises / Garage / Stands from where such taxies are to be operated and can be requisitioned by this Department.
- 4.7. The firm should ensure that the drivers employed hold valid driving license, are well trained, well behaved, reasonably educated, and conversant with traffic rules / regulations and city roads / routes as well as security instructions.
- 4.8. Each Car shall have commercial registration number.
- 4.9. Each driver employed by the firm must have a cell-phone duly activated.
- 4.10. No reimbursement will be allowed for lunch / tea of the driver.
- 4.11. The firm should have an adequate number of telephones for contact round the clock and these may be conveyed to this office.
- 4.12. The firm should have a provision to take bookings 24x7.
- 4.13. Rates once finalized will be fixed at least for a period of three years and used as base rate in case of upward / downward change in rates in fuel prices.
- 4.14. Any overtime arising due to breakdown of vehicle supplied by Agency shall be on his account and shall not be charged.
- 4.15. Once the hiring of vehicles commences from a particular agency / firm, the vehicles and drivers should not be changed unless so requested for by the Institute.
- 4.16. The driver provided by the contractor should fulfill the following conditions:
- 4.16.1. Should be in possession of valid driving license issued by RTO.
  - 4.16.2. Should not smoke; chew Pan / Pan Masala / Tobacco.
  - 4.16.3. Should be conversant with the routes of all Government buildings and important roads within



Kolkata.

- 4.16.4. Should not indulge in any activity inimical to security of the officers travelling in his car.
- 4.16.5. The liability of the Institute will be limited to the hiring charges agreed in the contract.
- 4.17. No additional terms & conditions over and above the conditions stipulated above shall be entertained by Institute.
- 4.18. Actual parking charges / Toll charges will be payable along with the monthly bills, only upon submission of the parking bills / toll receipts etc.
- 4.19. The Institute will also reserve the right to hire taxis from any other provider of such services even during the period of contract.
- 4.20. If the contractor after submission of bid and due acceptance of the same i.e. after the award of contract, fails to abide by the terms and conditions of these tender documents, or fails to complete his contract period or at any time repudiates the contract, the Institute will have the right to delist the empanelment of the bidder.
- 4.21. At times, Institute may need additional number of vehicles on specific days in connection with any conference/ meeting. The Contractor should be responsible to arrange for additional demand of vehicles by making necessary tie-ups at his end with other Taxi operators and such additional vehicles should be supplied at the contractual rates and conditions.
- 4.22. If the bidder (successful) will fail to provide service consecutively thrice will lead to delisted from empanelment list
- 4.23. The Institute shall not be liable for any loss, damage, theft, accidental damage, burglary or robbery of any personal belongings, equipment, vehicles and the engaged personnel of the contracting Firm.
- 4.24. The Institute proposes to empanel more than one vendor for sourcing the car services.

## **5. TERMS OF PAYMENT:**

- 5.1. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
- 5.2. All payments shall be made on monthly basis as the case may be against the bill duly supported by duty slips to be signed by user(s) or concerned authorized officer of this office.
- 5.3. The Institute shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.
- 5.4. The term 'payment' mentioned in this para includes all types of payment due to the contractor arising on account of this contract.



- 5.5. Payments, subject to Tax Deduction at Source (TDS) shall be processed within 30-45 days of the submission of the complete documents.
- 5.6. If on any occasion it is found that the driver of any vehicles has made wrong entries the duty slips relating to time and kilometer reading of start or closing of duty/ journey the contractor shall be responsible for the same. The office reserves the right to withhold full payment of the day in respect of such vehicle.
- 5.7. Meter reading will be on Garage In – Garage Out basis and a separate rate shall be quoted for Airport Drop and Pick up.

## 6. PENALTY CLAUSE:

- 6.1. In the event of Contractor failing to execute the work i.e. supply of Taxis on hire basis at any time to the full satisfaction of the Institute, the Competent Authority reserves the right to cancel the contract or withhold the payment due to contractor in part or full and to forfeit the Performance Security, if any.

## 7. CONDITION IN CASE OF DISPUTE

- 7.1. In case of any dispute, parties shall resolve the dispute by mutual discussions within a period of 30 days failing which all disputes will be subject to the Jurisdiction of Kolkata Court only.
- 7.2. In case the firm awarded contract fails to supply the requisite number of vehicles, this office reserves the right to hire the taxis from other Taxi operator at the risk and cost of the firm. The cost difference between the alternative arrangements and tender value will be recovered equally from the firm.
- 7.3. In case of breakdown/accident of any vehicle during duty, it shall be the responsibility of the firm to provide a substitute vehicle, which is of similar make as replacement immediately failing which the taxi will be hired from the open market and the expenses incurred thereon shall be deducted from the monthly bill of the contractor.
- 7.4. The Institute reserves the right to add/ delete/ modify any terms and conditions besides reserving the right to accept or reject the applications. Accepting the application for empanelment would not guarantee the award of contract.

## 8. PERIOD OF CONTRACT

- 8.1. The contract will be valid for three years from the date of award the contract and can be extended for one year by mutual consent of the parties. No request of hike in approved rates for supply of taxis will be entertained during the period of contact for any reason what so ever.



8.2. The bidders should quote their unconditional rates strictly as per the Annexure-IV cutting/overwriting, if any, will not be accepted. **Each page of the tender should be duly stamped and signed by the authorized signatory.**

## 9. SUBMISSION OF BIDS

- 9.1. Tenders duly signed by the Tenderer shall be submitted in two parts in separate sealed envelopes super- subscribing Technical bid and Financial bid. Both the envelopes should be put into a third envelope super- subscribing with **"Empanelment for CAB Service Provider - Economy"** (Bid Reference – **Admin-CAB SERVICE PROVIDER-2022-25 - Economy**) and addressed to 'The Convener, Limited Tender Committee, The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700016.
- 9.2. The documents as mentioned earlier shall be furnished along with the technical bid.
- 9.3. The formats of the Annexure I, II, and III duly signed by the firm with stamp, shall be furnished and the format of Annexure III duly signed by the firm with stamp shall be furnished.

## 10. PENALTY FOR NON-COMPLIANCE OF GST ACT:

- Penalty amount so determined along with GST if applicable thereon shall be recovered from the contractor.

## 11. TERMINATION CLAUSE:

The Institute reserves its right to terminate the contract for any reason at its absolute discretion including but not limited to the following:

- If the tenderer is adjudicated insolvent by a Competent Court or files for insolvency or if the Tenderer being a company is ordered to be wound up by a Court of Competent Jurisdiction
- Tenderer commits any breach of the terms of this contract/ tender document
- The tenderer is involved in wrongful billing
- In the event of unsatisfactory service
- If the information furnished in the Technical Offer is found to be incorrect.

The decision of the Institute in terminating the contract will be final and binding on the tenderer.

## 12. SELECTION OF BIDDERS –

- 12.1. Headquarters of the Institute may select more than one vendor.
- 12.2. If more than one bidder will be selected for a category, rate of other will be fixed at the lowest rate quoted in that category.
- 12.3. The rate will remain fixed for the period of this contract and till the period of extension, if extended.



### 13. NO REVISION/CORRECTION OF RATES

No Bidder shall be allowed at any time on any ground whatsoever to claim revision or modification in the rates quoted by him.

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**Format of Technical Bid**

Sl. No	Particulars	Details to be filled in by the Agency
1.	Name of the Firm/Company	
2.	Registered office/business address  Telephone/Mobile Number Email and fax number	
3.	Name of Contact Person (s)	
4.	Address in Kolkata  Telephone/Mobile Number Fax Number Email Name (s) of the contact person(s)	
5.	Year of Incorporation/ Constitution	
6.	Income Tax – PAN (Attach copy of PAN)	
7.	GSTN (Attach copy of GST registration)	
8.	PF/ ESI No. (Attach copy), if applicable	
9.	Average Turnover/business Volume per year during last three financial year as mentioned in above para	
10.	Whether registered with Registrar of Firms/ Companies? Date of Registration (Attach copy of orders/proof)	
11.	Detailed profile of the organization, management, Manpower, capacity of cab, variety of services, owned cab etc	

12.	Manpower, capacity of cab, variety of services, owned cab etc	
13.	<p>Infrastructure details:</p> <p>1) Whether the agency has countrywide network of branches located at all the major cities in India</p> <p>2) Whether the agency have latest Computerized system.</p> <p>3) Whether the agency have adequate professionally trained manpower.</p> <p>4) Whether the agency is providing Services to Central/ State Government/ CPSE/ Sate Govt PSE / Statutory bodies / Autonomous bodies/ Financial institutions/ MNCs for last 5 years</p>	
14.	<p>References – Empanelled as Car/Taxi provider Agency with at least three (CPSEs) or State (PSEs) or autonomous body or Central Govt Depts. or State Govt. Depts. and three leading Private Sectors. (with documentary evidence)</p> <p>Please provide Names, address &amp; telephone numbers for obtaining necessary confirmation regarding the quality of service and other relevant details in Annexure III</p>	<p>A. CPSE/PSE/Central or State Govt.:</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>B. Leading Private Company</p> <p>1</p> <p>2</p> <p>3.</p>
15.	Whether satisfactory service certificates from the concerned Office/Department have been attached.	<b>Yes/No</b>
16.	Whether the agency is in a position to provide dedicated staff for servicing the need of the Institute	<b>Yes/No</b>



17.	Whether the agency is prepared to provide 24/7 services on Sundays/ Holidays besides normal working days, if so required by the Institute.	Yes/No
18.	Any other relevant information	
19.	Verification – The application for empanelment should be signed by the authorized signatory verifying that all the details furnished in the application are true and correct to the best of his/her knowledge and that in case of furnishing any false information or suppression of any material information would lead to rejection of application besides initiation of penal proceedings by the Institute, if it deems fit.	

**Signature:**

**Date:**

**Name & Seal of Firm/Co.**



**Annexure-II**

**BIDDERS PAST SERVICES (SIMILAR) PROFORMA**

Sl. No.	Name & Address of Client	Period		Bills raised (Rs/Lakh)	Remarks
		From	To		
1					
2					
3					
4					
5					
6					

NOTE: - CERTIFICATE FROM CLIENTS TO BE ENCLOSED ALONGWITH THIS ANNEXURE

Signature:

Date :

Name & Seal of Firm/Co.



### ANNEXURE III

Format for submitting financial bid for supply of AC Taxis on need basis for **KOLKATA only**

S.N.	Particulars	Dzire and similar cars	Honda City and similar premier sedan	Innova/Ertiga and similar XUV
1	100 K M & 10 hrs.			
2	50KM & 05 hrs. (Half day)			
3	Charges for every additional KM beyond 100 Kms.			
4	Charges for every additional KM beyond 10 hours			
6	Charges for Airport Pick up /Drop			

Other Charges, if any –

- Driver Out-station charges - ...../-
- Driver night charges - ...../-
- Applicable tax rates - ...../- or .....%
- Any other Charges ...../-

Certified that all the terms and conditions of the tender document are acceptable to us.

**Signature:**

**Date:**

**Name & Seal of Firm/Co.**

**Note:**

1. The rates are to be quoted as per the slabs mentioned above.
2. The rates are to be quoted exclusive of taxes and the details of taxes are to be mentioned above, separately. Any change in these rates of taxes during the contractual period will be borne by the Institute.