



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory Body under an Act of Parliament)

CMA BHAWAN, 3, INSTITUTIONAL AREA, LODHI ROAD, NEW DELHI 110003

TENDER NOTICE

August 8, 2025

Ref.No. ATE-03/Admin-CAB SERVICE PROVIDER/New Delhi

SUBJECT: Selection of Cab Service Provider for Institute's Delhi Office.

NOTICE INVITING TENDERS FROM CAB SERVICE PROVIDER FOR HIRING OF CAB/TAXI

The Institute of Cost Accountants of India intends to engage experienced, reputed and leading Cab Service Provider located in Delhi-NCR for hiring Cab/taxi for official use of the Institute of Cost Accountants of India. Sealed tenders under "Two Bid System" are invited from the Cab Service Providers for Delhi Office of the Institute in the prescribed bid forms enclosed with this Tender Notice.

The contract will be initially for a period of one year from the date of issue of work order with provision of further extension for another four years, one year at a time, if the services are found to be satisfactory on the same rate, terms and conditions of the current tender at the discretion of the Institute if mutually agreed.

The details of the tender are as under:

1.	Type of work	Selection of Cab Service Provider for The Institute of Cost Accountants of India, Delhi Office.
2.	Date of Announcement of Tender	August 8, 2025
3.	Last date for submission of Tender	August 28, 2025 by 16:00 hrs (Technical bid and Financial Bid are to be sealed in separate envelope super-scribing Technical Bid and Financial Bid respectively AND put in another envelop together for submission)
4.	Address of Submission	Tender Box at Ground Floor, CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi 110003
5.	Mode of Submission of Bid	By hand or through post/courier so as to reach before the due date and time. Bids submitted through courier must mention on the main envelope 'Selection of Cab Service provider'
6.	Contact Person for queries	Email id : - admin.delhi@icmai.in Landline: 011 -24666146 During the office hours.
7.	Bid Validity upto	180 days from the date of opening of Bid.
8.	Earnest Money Deposit	Rs. 50,000/-(Rupees Fifty Thousand only) DD in favour of "The Institute of Cost Accountants of India", payable at Delhi is one of the compulsory conditions for the qualification of technical bid. The bidders who are registered with the Ministry of Micro, Small and Medium Enterprises (MoMSME), Government of India are exempted from the submission of earnest money, subject to submission of



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9	Performance Security deposit	Rs. 100,000/- (Rupees One lakh only) (To be submitted on the award of contract)
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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 to 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 accordingly.
- 1.4. Anticipated annual requirement would be Rs. 30 Lakhs. The mentioned requirement is indicative; bidders shall have no claim to any payment of compensation.
- 1.5. 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.
- 1.6. The participating bidder has to submit this bid document signed and sealed on each page, as acceptance of the terms and conditions mentioned herein.

2. SCOPE OF WORK:

- 2.1. To arrange Taxi/cab services in Delhi-NCR as **and when required basis. (Reporting Location for Delhi – CMA Bhawan, 3 Institutional Area, Lodhi Road, Delhi – 110003.**
- 2.2. The Cab Service Provider should be able to provide Air Conditioned Cab at a short notice (within 30 minutes). For regular requisitions the taxi must reach the destination 30 minutes in advance.
- 2.3. The Cab Service Provider may also require to provide taxis for any other states.
- 2.4. The Cab Service Provider will provide 24x7 services and prepared to provide the services on Saturday/Sundays/ Holidays besides normal working days, if so required by the Institute.
- 2.5. Sanitizing of 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 as to the contact person of the Institute at least 4 hours prior to the journey.



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- 2.7. The Cab Service Provider 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 Cab Service Provider should be located in Delhi-NCR. An attested copy of the registration certificate of offices in Delhi-NCR 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 Cab Service Provider must have a minimum of Fifteen (15) years' experience in supplying Cab/taxis to reputed private companies / Public Sector Companies / Banks / Central and State Government Departments. Attach Proof of at least three contracts relating to supplying of Cab/taxi services in last five years costing not less than the amount equal to 40% of the estimated cost of the tender value along with the supply order be enclosed with the tender document.
- 3.4. The Cab Service Provider should have average annual turnover not less than Rs. 60 lakhs during the last 5 financial years. A copy of turnover statement duly certified by the practicing Chartered Accountant must be enclosed with the tender document.
- 3.5. ESIC registration is mandatory, copy of registration should be submitted.
- 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. CRITERIA FOR SELECTION OF L1 PARTY

Financial bid evaluation methodology is as below			
Sr No		Weightage	
1	Dzire, Honda Amaze and similar cars	70	Quoted price will be multiplied by 70.
2	Honda City, Maruti Ciaz and similar premier sedan	20	Quoted price will be multiplied by 20.
3	Innova Crysta and similar XUV	10	Quoted price will be multiplied by 10.
4	Other Charges, if any	100	All quoted price will be multiplied by 100
5	Total Fin bid Score		Grand total will be divided by 100 to drive the Fin Bid score. Bidder with the lowest score will be the L1 bidder.

5. GENERAL TERMS AND CONDITIONS:

- 5.1. The contract will be initially for a period of one year and is likely to commence from the date of signing of the agreement which may be extended for a further period of four years, one year at a time on the same rates, terms and conditions depending upon the requirement and administrative convenience of the 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.
- 5.2. The Cab Service Provider shall provide only well maintained Cabs, properly cleaned inside and outside and in good hygiene condition. The seat should be comfortable and always be covered with neat and good quality seat covers. The Cabs should not be dented/ damaged. No payment shall be made if the vehicle is found in dirty or in shabby condition.
- 5.3. The Cab 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.
- 5.4. The Cab supplied should be fitted with all modern features.



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5.5. The Cab will have to be fitted / provided with the following additional accessories / utilities: -

- a. Clean seat covers
- b. Quality radio music system
- c. Tissue paper box
- d. Car perfume
- e. Seat Belts (Front and Rear)
- f. Umbrella during Monsoon
- g. Water Bottle
- h. Sanitizer
- i. Disinfectant Spray
- j. Fire Extinguisher
- k. Newspaper

5.6. Only such Cab Service Provider shall apply whose Cab/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 cab/taxies are to be operated and can be requisitioned by this Department.

5.7. The Cab Service Provider 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.

5.8. Each Cab shall have commercial registration number.

5.9. Each driver employed by the firm must have a cell-phone duly activated.

5.10. No mileage will be allowed for lunch / tea of the driver.

5.11. The Cab Service Provider should have an adequate number of telephones for contact round the clock and these may be conveyed to this office.

5.12. The Cab Service Provider should have a provision to take bookings 24x7.

5.13. Rates once finalized will be fixed at least for a period of one year.

5.14. Any overtime arising due to breakdown of vehicle supplied by Agency shall be on his account and shall not be charged.

5.15. Once the hiring of vehicles commences from a particular Cab Service Provider, the Cab and drivers should not be changed unless so requested for by the Institute.

5.16. The driver provided by the Cab Service Provider should fulfill the following conditions:

5.16.1. Should be in possession of valid driving license issued by RTO.

5.16.2. Should not smoke; chew Pan / Pan Masala / Tobacco.

5.16.3. Should be conversant with the routes of all Government buildings and important roads within Delhi-NCR.

5.16.4. Should not indulge in any activity inimical to security of the passenger travelling in his cab.

5.16.5. The liability of the Institute will be limited to the hiring charges agreed in the contract.



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- 5.17. No additional terms & conditions over and above the conditions stipulated above shall be entertained by Institute.
- 5.18. Actual parking charges / Toll charges will be payable along with the monthly bills, only upon submission of the parking bills / toll receipts etc.
- 5.19. The Institute will also reserve the right to hire cab/taxis from any other provider of such services even during the period of contract.
- 5.20. If the Cab Service Provider 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 Cab service provider.
- 5.21. At times, Institute may need additional number of Cab/ vehicles on specific days in connection with any conference/ meeting. The Cab Service Provider should be responsible to arrange for additional demand of vehicles by making necessary tie-ups at his end with other Cab service provider and such additional vehicles should be supplied at the contractual rates and conditions.
- 5.22. **If the bidder (successful) fails to provide service on three consecutive occasions, it will lead to delist the Cab service provider.**
- 5.23. The Institute shall not be liable for any loss including Traffic violation challans or any other penalties imposed by authorities, damage, theft, accidental damage, burglary or robbery of any personal belongings, equipment, vehicles and the engaged personnel of the Cab Service Provider.

6. TERMS OF PAYMENT:

- 6.1. 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.
- 6.2. 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.
- 6.3. 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.
- 6.4. The term 'payment' mentioned in this para includes all types of payment due to the Cab Service Provider arising on account of this contract.
- 6.5. Payments, subject to Tax Deduction at Source (TDS) shall be processed within 30-45 days of the



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submission of the complete documents.

- 6.6. If on any occasion it is found that the driver of any Cab/vehicle has made wrong entries in the duty slips relating to time and kilometer reading of start or close of duty/journey the Cab Service Provider shall be responsible for the same. The office reserves the right to withhold full payment of the day in respect of such vehicle.
- 6.7. ***Meter reading for the billing purpose will be counted from the Institute In – Institute Out basis (i.e. booking made for Delhi Office then Reporting Location would be – CMA Bhawan, 3 Institutional Area, Lodhi Road, Delhi – 110003.) and a separate rates shall be quoted for Airport Drop and Pick up.***

7. PENALTY CLAUSE:

- 7.1. In the event of Cab Service Provider failing to execute the work i.e. supply of Cab/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 Cab Service Provider in part or full if any.

8. CONDITION IN CASE OF DISPUTE:

- 8.1. 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 subjected to the Jurisdiction of Delhi Court only.
- 8.2. In case the Cab Service Provider awarded contract fails to supply the requisite number of vehicles, this office reserves the right to hire the Cab from other Service provider at the risk and cost of the Cab Service Provider. The cost difference between the alternative arrangements and tender value will be recovered equally from the Cab Service Provider.
- 8.3. In case of breakdown/accident of any vehicle during duty, it shall be the responsibility of the Cab Service Provider to provide a substitute vehicle, which is of similar make as replacement immediately failing which the cab/taxi will be hired from the open market and the expenses incurred thereon shall be deducted from the monthly bill of the Cab Service Provider.
- 8.4. 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 selection **would not guarantee the award of contract.**



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9. PERIOD OF CONTRACT:

- 9.1. The contract will be valid for one year from the date of award the contract and can be extended for four years, one year at a time by mutual consent of the parties. No request of hike in approved rates for supply of cab will be entertained during the period of contract for any reason what so ever.
- 9.2. The bidders should quote their unconditional rates strictly as per the Annexure-III. Cutting/overwriting, if any, will not be accepted. Each page of the tender document should be duly stamped and signed by the authorized signatory.

10. SUBMISSION OF BIDS:

- 10.1. Bids duly signed by the bidder shall be submitted in to 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 “**Selection of CAB Service Provider**” (Bid Reference–**Admin-CAB SERVICE PROVIDER FOR DELHI-NCR**) and addressed to ‘The Convener, Advertised Tender Committee, The Institute of Cost Accountants of India, CMA Bhawan, 3, Institutional Area, Lodhi Road , New Delhi 110003.
- 10.2. The documents as mentioned earlier shall be furnished along with the technical bid.
- 10.3. The formats of the Annexure I, II, and III duly signed by the firm with stamp, shall be furnished.

11. PENALTY FOR NON-COMPLIANCE OF GST ACT:

- 11.1. Penalty amount so determined along with GST if applicable thereon shall be recovered from the Cab Service Provider.

12. 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:

- 12.1. If the bidder 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.
- 12.2. Bidder commits any breach of the terms of this contract/ tender document.
- 12.3. The bidder is involved in wrongful billing.
- 12.4. In the event of unsatisfactory service.
- 12.5. If the information furnished in the Technical Offer is found to be incorrect.



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

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. Representation to make correction in the bid documents on the ground of clerical error, typographical error, etc., committed by the bidders in the Bids shall not be entertained comparison.



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Annexure-I

Format of Technical Bid

Sl. No.	Particulars	Details to be filled in by the Cab Service Provider (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 Delhi NCR Landline Number Mobile 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 five financial years as mentioned in clause 3.4 above	
10.	Whether registered with Registrar of Firms/ Companies? Date of Registration (Attach copy of orders/proof)	



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11.	Detailed profile of the organization, management	
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 If yes, please mention the cities.</p> <p>2) Whether the agency has latest Computerized system.</p> <p>3) Whether the agency has adequate professionally trained manpower. Please mention number</p> <p>4) Whether the agency is providing Services to Central/ State Government/ CPSE/ State Govt. PSE / Statutory bodies / Autonomous bodies/ Financial institutions/ MNCs for last 5 years.</p>	
14.	<p>References – Empanelled as Cab/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 & 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.	Yes/No



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16.	Whether the agency is in a position to provide dedicated staff for servicing the need of the Institute	Yes/No
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.	Declaration – This is to Declaration that all the details furnished in the application are true and correct to the best of my 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.



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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.



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ANNEXURE III

Format of Financial bid for hiring of Cab/Taxis on need basis for below mentioned categories

S.N.	Particulars	Dezire, Honda Amaze and similar cars	Honda City, Maruti Ciaz and similar premier sedan	Innova Crysta and similar XUV
		Delhi Office	Delhi Office	Delhi Office
1	80 KM & 8 hrs.			
2	40KM & 04 hrs. (Half day)			
3	Charges for every additional KM beyond 80 Kms.			
4	Charges for every additional hour beyond 8 hours			
6				

Other Charges, if any* –

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

*the above charges will be same for all three categories of cabs

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.