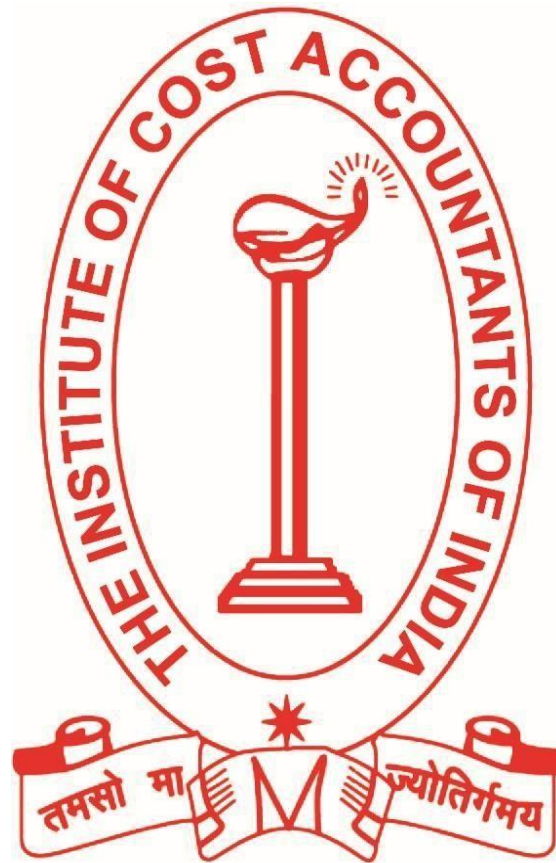




TENDER DOCUMENT

Empanelment for CAB SERVICE PROVIDER

Last Date of Submission: 19.02.2020, upto 16:00hrs.



**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
NORTHERN INDIA REGIONAL COUNCIL
CMA BHAWAN, NEW DELHI-110003**



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
NORTHERN INDIA REGIONAL COUNCIL
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)
CMA BHAWAN, 3, Institutional Area, Lodhi Road New Delhi-110003

TENDER NOTICE

Ref.No. NIRC/ No. 173

Dated: 23.01.2020

SUBJECT: Empanelment for CAB SERVICE PROVIDER

NOTICE INVITING APPLICATIONS FOR EMPANELMENT 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 New Delhi for hiring Cab/taxi for official use of the Northern India Regional Council Institute of Cost Accountants of India. Sealed tenders under "Two Bid System" are invited for engagement of Tour and Travel Agencies for the NIRC OF ICAI-CMA in the prescribed bid forms enclosed with this bid document for a period of three year from the date of issue of work order with provision of further extension for one more years at the same terms and conditions if mutually agreed.

The details of the tender are as under:

1.	Type of work	Engagement/empanelment of Tour and Travel Agencies providing CAB/CARS/TAXIES on daily basis or as and when desired, out of station (to and from NCR or from any station to any other station in NIRC region*) and local journey on hrs. /km basis for The Institute of Cost Accountants of India of NIRC, New Delhi. *NIRC Region: Agra-Mathura, Ajmer-Bhilwara, Allahbad, Bikaner-Jhujhunu, Chandigarh-Panchukala, Dehradun, Faridabad, Ghaziabad, Gorakhpur, Gurgaon, Hardwar-Rishikesh, Jaipur, Jalandhar, Jammu-Srinagar, Jhansi, Jodhpur, Kanpur, Kota, Lucknow, Ludhiana, Naya Nangal, Noida, Patiala, Udaipur.
2.	Date of Announcement of Tender	Dated 23.01.2020

3.	Last date for submission of Tender	Dated 19.02.2020 by 16:00 hrs. (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	Ground Floor, NIRC of ICAI-CMA Bhawan, 3, Institutional Area, Lodi Road, New Delhi-110003.
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 ' <u>Empanelment for CAB SERVICE PROVIDER'</u>
7.	Contact for queries	NIRC OF ICAI-CMA BHAWAN Email id : - nirc@icmai.in Landline 24615788,24626678 Monday to Saturday(Except third Saturday) during office

Scope of work:

1. To arrange in Delhi & NCR and out station CAB/CARS/TAXIES on daily basis or as and when desired (to and from NCR or from any station to any other station in NIRC region*) and local journey on hrs. /km basis for NIRC OF The Institute of Cost Accountants of India, New Delhi or one city to another city with in NIRC region (Uniformed and General) **as and when required basis.**
2. The Contractor should be able to provide AC/Non-AC Taxis at a short notice/ (within 30 minutes).
 - For regular requisitions the taxi must reach the destination 30 minutes in advance.
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 NIRC of ICAI-CMA for certification/verification and payment.
4. The agency shall submit the bills along with duty slips duly signed by the users 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 days from the date of receipt of bill for undisputed amount.



Eligibility Criteria:

1. The Office of the Agency should be located in New Delhi/NIRC Region. An attested copy of the registration certificate of offices in New Delhi/NIRC region shall be enclosed. The company should be ISO certified & reputed, experience & financially sound. After the date of tender publication ISO certification will not be considered. Proof to this effect may be enclosed.
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. The Agency must have a minimum of three 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.
4. The Agency should have a minimum annual turnover of Rs.20.00 lakhs each year during last three financial years i.e. 2016-17, 2017-18 and 2018-19.
5. The Agency should have its own Bank Account. Certified copy of the account maintenance for the last three years issued by Bank shall be enclosed.
6. The agency should have All New Delhi network for providing Taxi/Cab services.
7. The agency should be able to 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 NIRC of ICAI-CMA.
8. The agency should have adequate professionally trained manpower
9. Names, address & telephone numbers of five major clients may be provided for obtaining necessary confirmation regarding the standard of services and other relevant details.
10. The agency should be having valid PAN/ TAN/ GST/All applicable licenses.
11. The agency will be required to offer a minimum of 30 days for payment of their bills.



GENERAL TERMS AND CONDITIONS

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 NIRC of ICAI-CMA, however, reserves the right to terminate / curtail the contract at any time after giving one week's notice without assigning any reason.
2. The Agency shall provide only well maintained Cars (NOT OLDER THAN FIVE years), properly cleaned inside and outside and in good hygiene condition. The seat should be comfortable. The seats shall always be covered with neat and good quality seat covers. The Cars and should not be dented/ damaged. No payment shall be made if the vehicle is found in dirty or shabby condition.
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. The Cars supplied should be fitted with all modern features.
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
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.
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.

8. Each Car shall have commercial registration number.
9. Each driver employed by the firm must have a cell-phone duly activated.
10. No mileage will be allowed for lunch / tea of the driver. Maximum mileage from garage or to garage from pick/drop point will be 5km only.
11. The firm should have an adequate number of telephones for contact round the clock and these may be conveyed to this office.
12. The firm should have a provision to take bookings 24x7.
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.
14. Any overtime arising due to breakdown of vehicle supplied by Agency shall be on his account and shall not be charged.
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 NIRC of ICAI-CMA.
16. The driver provided by the contractor should fulfill the following conditions:
 - a. Should be in possession of valid driving license issued by RTO with norms certified Competitive authority.
 - b. Should not smoke; chew Pan / Pan Masala / Tobacco.
 - c. Should be conversant with the routes of all Government buildings and important roads within Delhi.
 - d. Should not indulge in any activity inimical to security of the officers travelling in his car.
 - e. The liability of the NIRC of ICAI-CMA will be limited to the hiring charges agreed in the contract.
 - f. All drivers/manpower as supplied along with car/cab must be physically and medically fit to perform his duty.
17. No additional terms & conditions over and above the conditions stipulated above shall be entertained by NIRC of ICAI-CMA.
18. Actual parking charges / Toll charges will be payable along with the monthly bills, only upon submission of the parking bills / toll receipts etc.
19. The NIRC of ICAI-CMA will also reserve the right to hire taxis from any other provider of such services even during the period of contract.



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 NIRC of ICAI-CMA will have the right to delist the empanelment of the bidder.
21. The NIRC of ICAI-CMA reserves the right to accept or reject quotations if all bids fail to justify:
 - a. Effective competition is lacking.
 - b. All Bids and Proposals are not substantially responsive to the requirements of the Procurement Documents.
 - c. The Bids'/Proposals' prices are substantially higher than the updated cost estimate or available budget; or
 - d. None of the technical Proposals meets the minimum technical qualifying score.
22. At times, NIRC of ICAI-CMA 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
23. Operators and such additional vehicles should be supplied at the contractual rates and conditions.
24. The NIRC of ICAI-CMA proposes to empanel more than one vendor for sourcing the car services.

Terms of Payment:

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.
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.
3. The NIRC of ICAI-CMA shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.



4. The term 'payment' mentioned in this para includes all types of payment due to the contractor arising on account of this contract.
5. Payments, subject to Tax Deduction at Source (TDS) shall be processed within 30 days of the submission of the complete documents.
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.
7. Meter reading will be on Garage In – Garage Out basis and a separate shall be quoted for Airport Drop and Pick up.
8. Earnest money of Rs.25000 which will be refunded after completion of contract i.e. after 3 Years.

Penalty Clause:

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 NIRC of ICAI-CMA , 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.

Condition in case of dispute

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 New Delhi Court only.
2. In case the firm awarded contract fail 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.
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.
4. The NIRC of ICAI-CMA 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.

Period of Contract

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 soever.
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.

Submission of Bids

1. Tenders duly signed by the Tenderer shall be submitted into 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 HIRING CAB**" (Bid Reference –) And addressed to 'Tender Committee, Northern India Regional Council The Institute of Cost Accountants of India, CMA Bhawan, New Delhi – 110003.
 2. The documents as mentioned earlier shall be furnished along with the technical bid.
 3. The formats of the Annexure I, II, III and IV duly signed by the firm with stamp, shall be furnished and the format of Annexure IV duly signed by the firm with stamp shall be furnished
- **Invoice and payment:**
- The tax invoice for supply of Goods & Services should be raised as per the provision of GST Act & Rules and must compulsorily mention the following:
- **Reimbursement of GST to the vendor is contingent upon complying with the following condition by the service provider:**
- Uploading the onward GST Return (GSTR-1) in GSTN Network portal within the statutory time period.
 - Discharging the GST tax liability to the Government.
 - Submission of Tax Invoice to the NIRC of ICAI-CMA.
 - Availment of Input Tax Credit by the NIRC of ICAI-CMA
- **Input Tax Credit:**
- In case of GST, if ITC is available, credit is delayed/ denied to NIRC of ICAI-CMA, due to non/ delayed receipt of goods and/ or services and/ or tax invoice or expiry of timeline prescribed in GST Law for availing such ITC, or any other reason not attributable to the NIRC of ICAI-CMA, GST Amount shall be recoverable from vendor along with interest & penalty levied/leviable.



- In case vendor delays declaring such invoice in his return and GST credit availed by the NIRC of ICAI-CMA is denied or reversed subsequently as per GST law, GST amount paid by the NIRC of ICAI-CMA towards such ITC reversal as per GST law shall be recoverable from vendor/ contractor along with interest & penalty levied/ leviable on the NIRC of ICAI-CMA.
- In case of discrepancy in the data uploaded by supplier in the GSTN portal or in case of any incomplete work/ service, then NIRC of ICAI-CMA will not be able to avail the tax credit and will notify the supplier of the same. Supplier has to rectify the data discrepancy in the GSTN portal or issue credit note (details to be uploaded in GSTN portal).
- For any such delay in availing of tax credit for reasons attributable to vendor (as mentioned above), interest as per the GST Act & Rules, along with penalty, if any will be deducted for the delayed period i.e. from the month of receipt till the month tax credit is availed, from the running bills.

➤ **Penalty for Non-compliance of GST Act:**

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

➤ **TERMINATION CLAUSE:**

The NIRC of ICAI-CMA 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 NIRC of ICAI-CMA in terminating the contract will be final and binding on the tenderer.



Annexure-I

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 Fax number	
3.	Name of Contact Person (s)	
4.	Address in New Delhi 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)	
9.	Average Turnover/business Volume per year during last three financial year i.e. 2018-19, 2017-18 and, 2016-17	
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 –</p> <p>Empaneled 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 & telephone numbers for obtaining necessary confirmation regarding the quality of service and other relevant details in Annexure III</p>	<p>A. CPSE/PSE/Centrale 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



16.	Whether the agency is in a position to provide dedicated staff for servicing the need of the NIRC of ICAI-CMA	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 NIRC of ICAI-CMA.	Yes/No
18.	Please indicate days of credit the agency is prepared to offer.	No of days: 30
19.	Any other relevant information	
20.	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 NIRC of ICAI-CMA, if it deems fit.	

Signature:

Date:

Name & Seal of Firm/Co.



Annexure II

Details of key personnel of the agency

Sl. No.	Name of Agency	Name of key Personnel	Designation	Year from which working with the Agency	Mobile number	Place of posting

Signature:

Date:

Name & Seal of Firm / Co.



Annexure-III

BIDDERS PAST SERVICES (SIMILAR) PROFORMA

Sl. No.	Name & Address of Client	Period		Bills raised during 2018-19 (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 IV

Format for submitting financial bid for supply of AC / Non-AC Taxis on need basis

S.N.	Particulars	Indica		Esteem/IKON/Swift Dzire/Indigo and similar cars		Honda City/ SX4		Innova/Ertiga	
		AC	Non - AC	AC	Non -AC	AC	Non - AC	AC	Non - AC
1	100 K M & 10 Hrs.								
2	50KM & 05 hrs. (Half day)								
3	Charges for every additional KM for point no 1&2								
5	Charges for Airport Pick up & drop in Delhi								
6(i)	Out of station or from one city to other city for rate/km with per day minimum KM limit								
(ii)	Night charges								



Other Charges, if any –

- Driver Out-station charges Per day (applicable after 8 hours duty)
- 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 NIRC of ICAI-CMA

Convener

(Limited Tender Committee)