

TENDER DOCUMENT

KEEPING & MANAGEMENT

OF

INSTITUTE'S RECORDS
(Membership Department)



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

CONTENTS

I. Tender Notice

II. Procedure for Submission of Tender

III. Commercial Part -

- Prescribed Format for Quoting Rates
- Agreement of the Tenderer

IV. Technical Part -

- Details about the Tenderer
- Terms & Condition of Contracts
- Scope of Work

TENDER NOTICE

Sub: Keeping & Management of Institute's Records
(Membership Department)

Sealed Tenders are invited on for Keeping & Management of various Records of the Membership department of The Institute.

Duly filled in tenders is to be submitted to Ms.Moumita Das/Ms.Priyanka Roy/Ms.Jayati Sinha, of the Institute of Cost Accountants of India at 12, Sudder Street, Kolkata – 700 016 on or before 15th March, 2021 (upto 4.00 P.M.).

The Institute is not bound to accept the lowest Tender and reserves the right to cancel any or all the Tenders without assigning any reason thereof.

Dated : 02/03/2021

CONVENER

LOCAL PURCHASE COMMITTEE

PROCEDURE FOR SUBMISSION OF TENDER

Each Tender Document constitutes two parts – (1) Commercial, and (2) Technical, containing following items –

TechnicalPart –

- Details about the Tenderer
- Terms & Condition of Contracts
- Scope of Work

CommercialPart –

- Agreement of the Tenderer
- Prescribed Format for Quoting Rates

Above two parts are to be submitted in separate Sealed Envelopes in following manner:

- One of the Sealed Envelope, containing the Technical Part is to be super scribed with “TENDER - TECHNICAL” and name, postal address, Tel/Mob. No(s)., E-mail ID are to be mentioned at the bottom of the Envelope.
- Another Sealed Envelope, containing the Commercial Part is to be super scribed with “TENDER - COMMERCIAL” and name, postal address, Tel/Mob. No(s)., E-mail ID are to be mentioned at the bottom of the Envelope.

Above mentioned two Sealed Envelopes are to be put in other Envelope and sealed suitably. This Sealed Envelope should be super scribed with “TENDER FOR KEEPING & MANAGEMENT OF INSTITUTE’S RECORDS” and Name, Address, E- mail ID and Telephone No. of the Tenderer are to be mentioned clearly on this.

Duly completed Tender shall be submitted to Ms.Moumita Das/Ms. Priyanka Roy/Ms.Jayati Sinha of the Institute of Cost Accountants of India at 12, Sudder Street, Kolkata-700 016.

Tender is liable to be rejected for the following reasons –

- The Technical Part of the Tender will be opened first and on scrutiny, if it is found that Tenderer is not technically qualified, in that case the Commercial Part of the Tender will not be opened for further processing.
- Incomplete, unsigned, illegible or mutilated.
- Void for ambiguity/uncertainty.
- Containing incorrect/unsubstantiated information.
- Tender received after stipulated date and time, mentioned in the Tender Notice.

TECHNICAL

PART

! Details about the Tenderer

! Terms and Conditions of the Contract

! Scope of Work

DETAILS ABOUT THE TENDERER

1. NAME OF THE ORGANISATION :
2. ADDRESS :
3. TELEPHONE NO., E-MAIL ID, FAX NO. :
4. NATURE OF OWNERSHIP :
(PROPRIETORSHIP, PARTNERSHIP,
PRIVATE/PUBLIC LTD. CO., STATE/
CENTRAL GOVT. UNDERTAKING/
JOINT SECTOR ORGANISATION)
5. PERMANENT ACCOUNT NUMBER :
(ALONG WITH DOCUMENTARY EVIDENCE)
6. G S T REGISTRATION NUMBER :
(ALONG WITH DOCUMENTARY EVIDENCE)
7. TRADE LICENCE NO. :
(ALONG WITH DOCUMENTARY EVIDENCE)
8. NAME & ADDRESS OF PROPRIETOR(S)/:
PARTNERS/MEMBERS OF BOARD OF
DIRECTORS
9. TURN OVER PER YEAR :
(ALONG WITH THE COPY OF I.T. RETURN
FOR THE LAST 3 YEARS, if possible)
10. SHORT LIST OF SIGNIFICANT :
CLIENTS AND NATURE OF JOBS
DONE AS PER FOLLOWING FORMAT

NAME & ADDRESS OF CLIENTS	NATURE OF JOB	PERIOD IN WHICH THE JOB PERFORMED	APPROX. VALUE

Contd.

11. EXPERIENCE OF PERFORMING SUCH:
JOBS (SPECIALLY IN PROFESSIONAL
BODIES OTHER THAN ICAI)
AS PER FOLLOWING FORMAT

NAME & ADDRESS OF THE PROFESSIONAL	NATURE OF JOB	PERIOD IN WHICH THE JOB PERFORMED	APPROX. VALUE

12. SINGLE LARGEST SUCH JOB DONE BY:
TENDERER DURING LAST 5 YEARS
(ALONG WITH COPY OF THE ORDER)

13. MANPOWER

- No. of employees engaged for Collection of Records :
- No. of employees engaged for Placement of the records :
- No. of employees engaged for Management of the records :
- No. of employees for delivery of the Records to the Institute :
- No. of employees engaged in Other functions :
- Total No. of employees :
- Technical/Professional Background of Management Personnel :
- Weekly/Festival Holidays and arrangement for providing service on Holiday(s), if any :

14. STORAGE SPACE & OTHER FACILITIES

- Storage space available :
- Location of the Store :
- Particulars regarding coverage of Stores by Insurance Policy etc. :

Contd.

15. WHETHER THE TENDERER IS HAVING:
ISO OR ANY OTHER CERTIFICATION

YES/NO

16. IF YES, DETAILS OF THE CERTIFICATION:
ALONG WITH DOCUMENTARY EVIDENCE

17. BANK DETAILS OF THE TENDERER (i)

Name of the A/c. :

(ii) A/c. No. :

(iii) Type of the A/c. :

(iv) Name of the Bank :

(v) Name of the Branch :

(vi) Address of the Branch :

(vii) IFS Code No. :

(viii) MICR Code No. :

N.B.: If the space found to be inadequate for providing information, separate Sheet(s) may be used, but all such Sheet (s) should contain Signature and Seal of the Tenderer.

Date:

Signature.....

Seal of the Tenderer

TERMS&CONDITIONSOFCONTRACTS

- Period of Contract – 1 years from the date of receipt of the Order. However, Extension of contract Period is under the discretion of Management.
- Collection & Delivery Schedule of the Records – As per the instruction of the Institute.
- Ceasation of the Contract - In case of any failure on the part of the Selected Tenderer to perform the job at the required standard or adhere to the stipulated Collection & Delivery Schedule of the Records, the authority of the Institute is at liberty to cancel this Contract forthwith.
- Division of the Job – At any point of time, the Institute reserves the right, to divide the Job and award any particular segment (s) of it to anyone.
- Penalty – Institute reserves the right to deduct 1% Penalty from the Bill of the selected Tenderer, in case of failure to adhere to any instruction of the authority of the Institute.
- Terms of Payment –
 - o No Advance Payment will be given.
 - o Each Bill is to be submitted in Duplicate on monthly basis or subsequent upon completion of total job.
 - o Payment will be released only upon complete satisfaction of the authority of the Institute.
 - o All payments will be given through Electronic Mode
 - o Payment of Bill is subject to applicable Taxes, e.g. IT/ST/VAT/GST etc.
 - o Stock of Cartons / documents is to be informed at the end of a Financial Year).
- Jurisdiction of Court in case of any Dispute – Any dispute, arising from, relating to or concerning to this Contract, shall be subject to the Jurisdiction of the Hon'ble High Court at Kolkata.
- Currency of Quoting Rate – Indian Rupee.
The Institute may impose any other Terms & Conditions from time to time in consultation with the Tenderer. .
- Language for submission of Tender – English

SCOPE OF WORK

- Collection of Records from the Office of the Institute
(as per the instruction of the authorities of the Institute from various Directorates)
- Management of Records
(at the satisfactory standard as per the discretion of the authorities of the Institute.)
- Delivery of the Records to the Office of the Institute and Return Back (as per the instruction of the authorities of the Institute)

COMMERCIAL PART

! AGREEMENT OF THE TENDERER

! PRESCRIBED FORMAT FOR QUOTING RATES

AGREEMENT OF THE TENDERER

The Secretary
The Institute of Cost Accountants of India
12, Sudder Street,
Kolkata – 700 016.

Respected Sir,

I have gone through the details of the job of KEEPING & MANAGEMENT OF INSTITUTE'S RECORDS mentioned in the Notice for Tender and I/We undertake: -

- A. That I/We shall be carrying out the job as per the instructions given to me/us by the authorities of the Institute.
- B. That I/We shall be carrying out the job as per the rate quoted in the Tender Form and agree to perform any extra/additional work, if any, at the same rate.
- C. That if it is found that the rate of any other work, related with the Record Keeping Management of Records, which is not quoted in this Tender, the same will be settled with the consent of the Authority of the Institute.
- D. That any extra time, if required, due to some unavoidable circumstances, shall be determined by the Authorities of the Institute.
- E. That I/Our organization shall abide by the instructions given to me/us by the authorities of the Institute from time to time. In case of any willful violation of any instruction (as per the discretion of the authority of the Institute), the Institute, reserves the right to impose penalty/terminate this contract.
- F. That I/We shall carry out the job at the rate (s), mentioned in the Prescribed Format of this Tender.

Date:

Signature of the Tenderer

Seal of the Tenderer

PRESCRIBED FORMAT FOR QUOTING RATES

Sl. No.	Item	Rate
1,	Collection of Records from the Office of the Institute to the Storage Space of the Tenderer. Size of the Cartons are to be mentioned	Rs..... Per Sq.Ft. / Cartoon
2.	Management and proper maintenance of the Records (Size of the Cartons to be used are to be mentioned)	Rs..... Per Sq.Ft / Cartoon
3.	Monthly Charges -	(1) Rs..... Per Sq.Ft. / Cartoon (2) Rs..... Per Carton
4.	Retrieval Charges – (a) For Urgent Requirements (to be delivered at the Office of the Institute and collected afterwards). [In hard copy mode / in electronic mode] (b) For Normal Requirements (to be delivered at the Office of the Institute and collected afterwards. [In hard copy mode / in electronic mode] (c) For Audit and Inspection purposes(at the Storage Space of the Tenderer by the Officials/Representatives of the Institute)	(i) Rs.....Per Carton (ii) Rs..... per record (i) Rs.....Per Carton (ii) Rs..... per record (i) Rs.....Per Carton (ii) Rs..... per record

N.B. :

(1) ALL QUOTED RATES SHOULD BE EXCLUSIVE OF TAXES (TAXES WILL BE CHARGED EXTRA AS APPLICABLE). QUOTED RATES WILL REMAIN UNCHANGED AND VALID FOR TOTAL PERIOD OF CONTRACT

(2) DATE OF COMMENCEMENT OF THE CONTRACT WILL BE WITH EFFECT FROM AGREEMENT ENTERED.

Date :

(Seal of the Tenderer)

(Signature of the Tenderer)