



# The Institute of Cost Accountants of India

(Statutory body under an Act of Parliament)

CMA Bhawan, 3 Institutional Area, Lodhi Road, New Delhi-110003

Website: www.icmai.in

## TENDER NOTICE

Ref. No. Tender/Admin/2022-23/NCC/Cab Services

29<sup>th</sup> April, 2022

### SUBJECT: Tender for CAB SERVICE PROVIDER

### FOR 60<sup>TH</sup> NATIONAL COST CONVENTION AT INDIRA GANDHI PRATISHTAN (IGP), LUCKNOW

#### **NOTICE INVITING APPLICATIONS FOR TOUR/TRAVEL AGENCIES FOR HIRING CAB/TAXI SERVICES FOR 60<sup>TH</sup> NATIONAL COST CONVENTION AT LUCKNOW**

The Institute of Cost Accountants of India (The Institute) intends to engage experienced, reputed and leading Tour and Travel Agencies located in **Lucknow, Uttar Pradesh** for hiring of Cab/Taxi for official usage 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 Lucknow, Uttar Pradesh of the Institute in the prescribed bid forms enclosed with this bid document.

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

S.no	Type of work	
		Engagement of Tour and Travel Agencies providing Cabs/Cars/Taxis on daily basis or as and when desired for The Institute of Cost Accountants of India.
1.	<b>Date of Announcement of Tender Document</b>	29 <sup>th</sup> April, 2022
2.	<b>Last date and Time for Submission of Tender</b>	9 <sup>th</sup> May, 2022, on or before 15:00 Hrs.
5.	<b>Address of Submission</b>	The Tender Committee, The Institute of Cost Accountants of India, CMA Bhawan, Tender Box, Ground Floor, 3 Institutional Area, Lodhi Road, New Delhi – 110 003. <b>(The Technical bid and Commercial Bid are to be sealed in a separate envelope super-scribing Technical Bid and Commercial Bid respectively AND put in one common envelope together for submitting)</b>
6.	<b>Mode of Submission of EOI documents</b>	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 “CAB Service providers- Lucknow”
7.	<b>Contact Person for queries</b>	Convener, Tender Committee Landline-011-24666124 (Monday to Friday during office hours 9:30 AM to 6:00 PM)



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## 1. Scope of work:

- a. To arrange Taxi/cab services in Lucknow, Uttar Pradesh (Uniformed and General) as and when required.
- b. The Contractor should be able to provide AC Taxis at a short notice/ (within 30minutes).  
For regular requisitions the taxi must reach the destination 30 minutes in advance.
- c. The bill/invoice of services provided shall be prepared by the Agency and submitted to Lucknow Chapter of Cost Accountants of India, CMA Bhawan, Gomti Nagar, Lucknow for certification/verification and payment. The bidder should be able to provide the details of taxi and chauffeur to the guest as well as to the coordinating person of the Institute at least 2 hours prior to the scheduled journey.
- d. The payment will be made within 30 days from the date of receipt of bill for undisputed amount.

## 2. Eligibility Criteria:

- a. The Registered Office of the Agency should be located in Lucknow, Uttar Pradesh. An attested copy of the registration certificate of offices in Lucknow, Uttar Pradesh.
- b. The garage of the agency/firm must be located within **10KMs** from Institute **CMA Bhawan, Gomti Nagar, Lucknow**.
- c. The **Agency must have a minimum of three years' experience** in supplying taxis to Public Sector Companies / Banks / Central and State Government Departments/Autonomous Bodies/Semi Govt.Sections. **Proof/Experience Certificate of at least three contracts** relating to supplying of taxi services to Central Government / State Governments / PSUs /Bank / Autonomous Bodies in last three years along with attested copies of the supply order be enclosed with the tender document.
- d. A copy ITR, Balance Sheet, Profit and Loss Account in support of turnover must be enclosed with the tender document.
- e. The Agency should have its own Bank Account.
- f. 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 Institute.



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- g. The agency should have atleast 10 vehicles of the type required commercial vehicles i.e. Swift Dzire/Tata Tigor/Honda Amaze/Hyundai Xcent/Honda City/ Maruti Ciaz etc and similar car.
- h. The agency should be having valid PAN/ TAN/ GST/All applicable licenses.

### 3. GENERAL TERMS AND CONDITIONS

- a. The contract will be initially for a period of one year and is likely to commence from the date of signing of the agreement. 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.
- b. The Agency shall provide only well maintained Cars, 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.
- c. 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. The contracting firm will be solely responsible for strict compliance of all the Rules and Regulations notified by UP Govt. from time to time for plying of commercial vehicles.
- d. The Cars supplied should be fitted with all modern features.
- e. The vehicles will have to be fitted / provided with the following additional accessories / utilities:-
  - a. Clean seat covers
  - b. Tissue paper box
  - c. Car perfume
  - d. Seat Belts (frontRear)
  - e. Water Bottle
- f. 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.
- g. The firm should ensure that the drivers employed hold valid driving license, are well trained, well behaved, reasonably educated, and conversant with traffic rules /



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regulations and city roads / routes as well as security instruction. Each Car shall have commercial registration number.

- h. Each driver employed by the firm must have a cell-phone duly activated.
- i. There will be no dead mileage. The Km for the purpose of the vehicle run and hours of duty shall be reckoned from the point of reporting for duty to the point of vehicle released. No mileage will be allowed to drivers for Lunch/breakfast or for drawl of petrol/diesel/CNG etc.
- j. The firm should have an adequate number of telephones for contact round the clock and these may be conveyed to this office.
- k. The firm should have a provision to take bookings 24x7. The owner of the firm/company should be in a position to supply commercial vehicles on short notice as and when needed.
- l. Rates once finalized will be fixed at least for a period of one year and used as base rate in case of upward/ downward change in rates in fuel prices.
- m. Any overtime arising due to breakdown of vehicle supplied by Agency shall be on his account and shall not be charged.
- n. 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.
- o. The driver provided by the contractor should fulfill the following conditions:
  - a. Should be in possession of valid driving license issued byRTO.
  - 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 Institute will be limited to the hiring charges agreed in thecontract.
- p. No additional terms & conditions over and above the conditions stipulated above shall be entertained by Institute.
- q. Actual parking charges / Toll charges will be payable along with the monthly bills, only upon submission of the parking bills / toll receipts etc.
- r. The Institute will also reserve the right to hire taxies from any other provider of such services even during the period of contract.
- s. If the contactor 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 contact period or at any time repudiates the contract, the Institute will have the



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right delist the empanelment of the bidder.

- t. The Institute 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;
  - d. None of the technical Proposals meets the minimum technical evaluation criteria.
- u. 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.
- v. The car would be insured in all respects by the contracting agency. In case of any accident or theft etc all the claims arising out of it will be met by the agency and Institute shall not be liable in any matter whatsoever.
- w. All the charges towards repair/servicing, salary of the Driver, petrol, Diesel/CNG expenses, any other incidental expenses on operation and maintenance of the hired car would be borne by the agency.
- x. **The Institute proposes to empanel more than one vendor for sourcing the car services.**
- y. **The Institute reserves the right to cancel the contract at any time without assigning any reasons whatsoever.**

#### 4. Terms of Payment:

- a. 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.
- b. 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.
- c. 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.
- d. The term 'payment' mentioned in this para includes all types of payment due to the contractor arising on account of this contract.
- e. Payments, subject to Tax Deduction at Source (TDS) shall be processed within 30 days of



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the submission of the complete documents.

- f. Duly signed bills shall be submitted along with the duty slips of Taxi / car's usage signed by the officer who used the vehicle.
- g. 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 or part payment of the day in respect of such vehicle.

## 5. 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 Institute, the Competent Authority reserves the right to cancel the contract or withhold the payment due to contractor in part or full

## 6. Condition in case of dispute:

- a. 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 Delhi Court only.
- b. 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.
- c. 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.
- d. 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.

## 7. Period of Contract

- a. The contract will be valid for one year from the date of award the contract. No request of hike in approved rates for supply of taxis will be entertained during the period of contact for any reason whatsoever.
- b. The bidders should quote their unconditional rates strictly as per the Annexure-II cutting/



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overwriting, if any, will not be accepted. Each page of the tender should be duly stamped and signed by the authorized signatory.

## 8. Submission of Bids

- a. 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 “Engagement for CAB SERVICE PROVIDER- LUCKNOW” (Bid Reference – Tender/Admin/2022-23/NCC/Cab Services) and addressed to “**The Convener, Tender Committee, The Institute of Cost Accountants of India, CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi – 110003**”.

### ➤ 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: GSTIN:  
**09AAATT9744L2ZP (Uttar Pradesh)**

Billing Address: **The Institute of Cost Accountants of India,  
Bikash Khand I, CMA Bhawan, Gomti Nagar,  
Lucknow-226010, (U.P.)**

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



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## ANNEXURE-1

### TECHNICAL BID

#### Format of Technical Bid

Sl.No	Particulars	Details to be filled in by the Agency
1.	Name of the Firm/Company <b>Attach profile and Annexure – 1(A)</b>	
2.	Registered office/business Complete address  Telephone/Mobile Number Email :	
3.	Location of the Garage with telephone no. and address.	
4.	Complete Address  Telephone/Mobile Number Email Name (s) of the contact person(s)	
5.	Year of Incorporation/ Constitution (Attach Proof)	
6.	Income Tax – PAN (Attach copy of PAN)	
7.	GSTN (Attach copy of GST registration)	
8.	Average Turnover/business Volume per year during last three financial year	
9.	Total number of experience in the relevant field/service. Attach 3 (Three ) work orders of to Public Sector Companies / Banks / Central and State Govt. Departments/Autonomous Bodies/Semi Govt.	Annexure-1(B)





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	Sections and 2(Two) from others	
10.	Number of Owned Cabs/Taxis, Model, Registration no. Specify,	
12.	Whether the agency is in a position to provide dedicated staff for servicing the need of the Institute	Yes/No
13.	Whether the agency is prepared to provide 24/7 services on Sundays/ Holidays besides normal working days, if so required by theInstitute.	Yes/No
14.	Please indicate days of credit the agency is prepared to offer.	No of days:
15.	Bank Details: Name of the Bank/Branch address Name of Account holder: Bank Account No.: IFSC Code:	
16.	Self-Certificate declaring that the firm has not been black listed by any Central Ministry/Department, PSU or Banks etc.	Copy of self-certificate to be enclosed.
17.	Verification – ( <b>Attach in certificate form</b> ) The application for empanelment should be signed by the authorized signatory verifying that - “Certified 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 at initial or later stage besides initiation of penal proceedings by the Institute, if it deems fit.It is also confirmed that all the terms and conditions of this tender document are acceptable to us”.	

Stamp & Date

Signature



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## ANNEXURE - II

### PROFORMA FOR FINANCIAL BID

Format for submitting financial bid for supply of Taxis on need basis:

SL. No	Transfers	Etios/Dezire/Zest /Honda Amaze and similar cars	Honda City/ Maruti Ciaz and similar cars	Toyota Innova Crista and similar cars
1	Full day (12 Hrs. & 200 Km.)			
2	Each additional Kilometers Exceeding the maximum limit			
3	Each additional Hours Exceeding the maximum limit			
4	Outstation running per Km (Min. 200 Km.)			
5	Overnight Charges (Before 8 A.M and After 10 P.M)			
6	Airport Receiving or Dropping			
7	Railway Station Receiving or Dropping			
8	26 Seater Traveller @ ___/- per Km. (Min. 250 Km. per day journey) Driver Night Charges Rs.. _____/- per night. (Before 6 AM and After 10 PM)			

Note:-

1. Parking charges, Toll & all other Taxes should be extra paid by the company
2. GST Charges @ \_\_\_% extra

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.

**Convener (Tender Committee)**