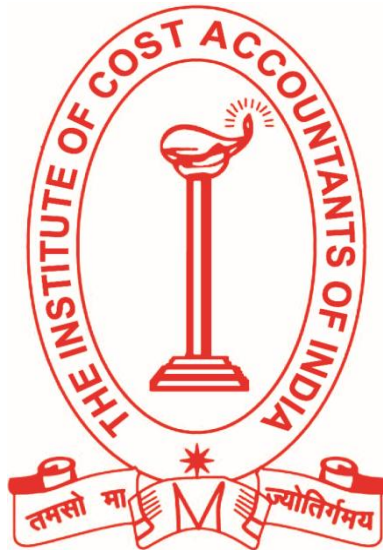


TENDER DOCUMENT

OUTBOUND & INBOUND TRANSPORTATION SERVICES

Last Date of Submission : **10.03.2025**, upto **04.30 pm**.



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
Headquarters

CMA Bhawan, 12 Sudder Street, Kolkata - 700016

Delhi Office

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

www.icmai.in

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TENDER NOTICE

1st March, 2025

Ref. No.: Tender/Studies-Transportation/2024-25

TENDER FOR OUTBOUND & INBOUND TRANSPORTATION SERVICES

The Institute of Cost Accountants of India (herein after called 'ICMAI') intends to engage one reputed agency having capacity and good track record to provide transportation services Pan India basis for The Institute of Cost Accountants of India for a period of **Three (3) years** on contractual basis.

1.	Type of work	Outbound and Inbound Transportation Services
2.	Date of Announcement of Tender	01/03/2025
3.	Last date for submission of Tender	10/03/2025 upto 4.30 pm
4.	EMD Amount	Rs. 2,00,000/- (Rupees Two lakhs only)
5.	Performance Security Deposit	Rs. 5,00,000/- (Rupees Five lakhs only)
6.	Address of Submission	Tender Box (Labelled as Advertised Tender Enquiry), Ground Floor, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.
7.	Mode of Submission of EOI documents	By hand or through post/courier so as to reach before the due date and time. The submitted tender documents must be super-scribed with "Tender for Outbound and Inbound Transportation Services" and also with bidder's name and stamp.
8.	Contact Person	CMA Debabrata Das Contact No. – 033 – 4036 4724 Email – studies.officer1@icmai.in

The bidders may visit ICMAI (at CMA Bhawan, 12, Sudder Street, Kolkata – 700 016) for assessment of the work during working days (Monday to Friday) between 15.00 hrs. – 17.00 hrs.

Institute shall not be liable for any postal delays whatsoever in receipt of Tender Documents. Tender received after the stipulated date and time shall not be entertained.

ADVERTISED TENDER ENQUIRY

GENERAL TERMS AND CONDITIONS:

1. The tender document duly signed by the Tenderer shall be submitted under three separate Envelops (Envelope No. 1, 2 and 3).
 - Envelop No. 1 Should contain Technical Bid (Annexure I)
 - Envelop No. 2 Should contain Earnest Money Deposit (EMD) and
 - Envelop No. 3 Should contain Financial Bid (Annexure II)
 - a. Technical Bid in separate sealed envelope should be super-scribed with “Technical Bid for Outbound and Inbound Transportation Services” and bidder’s name and stamp.
 - b. Financial Bid in separate sealed envelope should be super-scribed with “Financial Bid for Outbound and Inbound Transportation Services” and bidder’s name and stamp.
 - c. EMD in separate sealed envelope should be super-scribed with “EMD for Outbound and Inbound Transportation Services” and bidder’s name and stamp.
 - d. All the sealed envelopes for Technical Bid, Financial Bid and EMD should be placed in separate sealed envelope (main envelope) super-scribed with “Tender for Outbound and Inbound Transportation Services” and bidder’s name and stamp.
2. The contract is to commence from the date of signing the contract with the successful bidder and shall continue **initially for a period of 3 (three) years** and **may be extended annually for another 2 (two) years** at same rate, terms & conditions, subject to satisfactory performance as observed by ICMAL.
3. Tender shall be valid for a period of 120 days for acceptance from the last date of submission of Bids.
4. All out of pocket expenses shall be borne by the bidder only.
5. Over writing must be avoided. In case of overwriting, the same shall be authenticated by stamp and signature by the Bidder/ authorised representative at each place.
6. The successful bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Courier Service Agency/Agencies without the prior written consent of ICMAL.
7. The bidder will be bound by the details furnished by it to ICMAL, while submitting the tender or at any subsequent stage. In case, any such documents furnished is found to be false at any stage, it would be deemed to be a breach of terms of contract making the firm liable for legal action besides rejection and/or / termination of tender /contract without assigning any reasons thereof.
8. **Financial bids of only those bidders who are technically qualified shall be evaluated and shall be intimated the date, time and place of opening of**

Financial bids.

9. Tenders without earnest money shall be rejected on the spot and will be considered technically disqualified.

IMPORTANT INFORMATION AND AREA OF WORK:

Offers are invited from reputed firms/companies for **Outbound and Inbound transportation** of Study Materials, Prospectus etc. of ICAI for students to any destination in India or vice versa.

1. ESTIMATED QUANTITY

Annual estimated quantity appended below. The quantity is indicative only and actual quantity may vary during the execution of contract. The transportation would mainly involve small lots/part load. The intent of the enquiry is to seek rate contract per Kg. basis.

Sl. No.	Zone	Approx. Qty. p.a. (including outbound & inbound transportation)
1	East Zone	70000 Kg.
2	North Zone	70000 Kg.
3	West Zone	80000 Kg.
4	South Zone	180000 Kg.

2. ESTIMATED VALUE OF CONTACT

Rs. 50 Lakhs per annum (approx.)

3. PERIOD OF CONTRACT

Contract will be effected for a period of 3 (three) years from the date of the signing of the Agreement and may be extended annually for another 2 (two) years at same rate with same terms & conditions, subject to satisfactory performance as observed by ICAI.

4. ELIGIBILITY CRITERIA

Bidder shall fulfill the following eligibility criteria:

- a. Documents in support of nature of ownership (Partnership Firm, Private/Public Limited Company, State/Central Government Undertaking or Joint Sector Organization etc.) with PAN, GSTIN, Address, Certificate of

incorporation, Telephone No(s), Mobile No (s), E-mail Id, last 3 years Audited P/L A/c. & Balance Sheet, last 3 years Income Tax Return and other relevant information, if any, are to be provided.

b. The bidder shall have minimum 5 years' experience in transportation of books preferably with Govt. Departments/PSU/Autonomous Bodies/other reputed companies [copy of certificates in support of experience to be submitted].

c. Average turnover for last three financial years i.e. 2021-22, 2022-23 & 2023-24 should not be less than Rs. 100 crores.

d. The bidders must have their presence at Pan India basis.

e. Bidder shall have wide network covering majority of the states and metro cities.

f. The bidder must have a toll free telephone number also.

g. The bidder should be able to provide 24x7 services.

h. The bidder shall provide a dedicated Team for pick up the study materials of ICMAI and one Account Manager for the updation of day to day monitoring of cargo.

i. The bidder must have GPS enabled vehicle Pan India Basis for online tracking/tracing.

5. EARNEST MONEY DEPOSIT (EMD)

The earnest money of Rs. 2,00,000/- (Rupees Two lakh only) has to be deposited by the tenderer in the form of Demand Draft from any Nationalized bank in favour of "The Institute of Cost Accountants of India", payable at Kolkata. No interest shall be payable on EMD under any circumstance. Unsuccessful Bidder's EMD shall be returned within thirty (30) days after the contract is awarded to the successful bidder.

6. SECURITY DEPOSIT/PERFORMANCE GUARANTEE

The successful bidder i.e. the service provider shall, within 15 days of receipt of Letter of Intent or within such extended period as may be advised, submit a Bank Guarantee of Rs. 5,00,000/- (Rupees Five lakhs only) having validity of 3 years as performance guarantee. In case of extension of contract, the service provider shall submit a fresh Bank Guarantee of Rs. 5,00,000/- or may extend the validity period of existing Bank Guarantee, covering the validity of extended period of the contract.

On furnishing of Bank Guarantee, EMD of the successful bidder shall be returned.

7. AGREEMENT

Within 15 days of receipt of Letter of Intent (LOI), an Agreement shall be signed on Stamp Paper by both the parties for three years (36 months) and the offered rates shall remain unchanged for the period of contract and no upward escalation in prices shall be allowed on the ground like hike in diesel prices, increase in foreign currency etc.; with an option to extend it further for two years (annually) on same terms, conditions and rates.

8. RATE BASIS

The Rate basis shall be as under:

8.1 **Per kg rate** (inclusive of all charges) should be mentioned clearly in the Financial Bid. Rates shall be inclusive of labour charges for loading the study materials on the trucks and wherever applicable unloading the same at the ultimate destinations.

8.2 The rates quoted shall remain firm for the contract period. **Applicable Taxes will be paid extra.** However, no other incidental charges shall be payable.

8.3 The rates quoted shall be valid for delivery at the destination noted in the challan. No claim for any extra charge for such delivery shall be accepted.

8.4 Prices shall be quoted strictly as per the Price Schedule enclosed as **Annexure-II.**

8.5 The bidder shall submit sealed bid in hard copy.

9. PICK UP OF BOOKS

The contractor shall uplift the Study Materials/Books etc. promptly within 24 hours of the advice being conveyed through e-mail. The Study Materials/Prospectus etc. should be delivered with proper care and within the scheduled time.

10. PENALTY FOR DELAYED DELIVERY & NON PLACEMENT OF TRUCKS

10.1 In case Transporter fails to place trucks as per ICMAI's requirement even after 48 hours (excluding holidays), ICMAI shall be at liberty to arrange

transportation of the Books by engaging any other transporter at the risk and cost of the transporter (bidder) without further reference to the transporter.

10.2 Price deduction due to delayed delivery shall be @ 0.5% per day or part thereof delay for any delay beyond two days of the committed transit schedule subject to maximum of 15% of the freight charges for the delayed consignment excluding GST.

Note: Transit time for outbound & inbound transportation to be indicated against all the destinations.

11. DELIVERY CHALLANS /DOCUMENTS

The contractor shall be responsible for obtaining clear receipted challan/consignment notes as applicable from the receiving party. The transporter shall obtain the relevant documents like Way Bill / Road Permit etc. from ICMAI.

12. TRANSIT INSURANCE

The service provider shall obtain the policy of Transit Insurance. In case of shortage/loss in transit of books the value (Printing & Packing Cost) will be deducted from the bills.

13. TERMS OF PAYMENT

- a. No payment shall be made in advance.
- b. All payments shall be made on monthly basis as the case may be against the bill.
- c. ICMAI shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in the tender document.
- d. The term 'payment' mentioned in this para includes all types of payment due to the service provider arising on account of this contract.
- e. Payments, subject to Tax Deduction at Source (TDS) shall be processed within 30 days from the date of submission of the bill along with all supporting documents.

14. TERMINATION OF CONTRACT

In the event of unsatisfactory performance, the ICMAI reserves the right to terminate the contract without prejudice with a notice of two months. In this eventuality, the equal amount of EMD will be recovered from the Bank Guarantee.

15. ARBITRATION

All disputes or differences, whatsoever, arising between the parties out of or relating to the interpretation, meaning and operation or effect of this contract or the breach thereof, shall be resolved through mutual consultation and negotiation. Any dispute not resolved by mutual consultations shall be settled through arbitration by arbitrator duly appointed by ICMAI and the Transporter/Service Provider. The award of the said Arbitrator shall be final and binding on both parties. The place of the Arbitration shall be at Kolkata.

16. FORCE MAJEURE

The transporter shall not in any way, be held liable for non-performance for any delay in the delivery schedule in consequence of the following:

- Declared Strike / Bandhs
- Lockout
- Natural Calamities
- Decrees of any Government or Governmental Authority
- Revolution
- Wars
- Acts of enemies of the state
- Riots

Any reason other than the above will not be considered as force majeure condition.

17. OTHERS

17.1 ICMAI reserves the right to accept or reject any or all offers without assigning any cause. Incomplete offers are liable to be rejected. No deviations shall be granted.

17.2 The bidder quoting additional charges apart from 'zone wise pricing', as mentioned in the Annexure – II, will be outrightly rejected.

17.3 Any submission beyond the format of Financial Bid (like additional annexures/papers etc.) shall be outrightly rejected.

17.4 Bid of any tenderer may be rejected if a conflict of interest between the bidder and ICMAI is detected at any stage.

17.5 Workmen engaged by the service provider would have to abide by Institutional security regulations and entry inside the work place would be only against authorized gate pass. In every respect the contractor shall be responsible for the good behavior and conduct of his employees. Any penalty or levies being imposed on us on this account for any reasons whatsoever will be recovered from the transporter.

17.6 The transporter should strictly adhere to the protocols as per the guidelines issued by the Central and State government from time to time.

Declaration from the Bidder

The Secretary,

The Institute of Cost Accountants of India

CMA Bhawan,

12, Sudder Street,

Kolkata – 700 016.

Respected Sir,

I/We have gone through the details of work as 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 no request will be made by me/us for escalation of the said rate for any reason whatsoever and also agree to perform any extra/additional work, if any, at the same rate. I/we understand that quantities shown are approximate and therefore any + - variation is possible.
- C. That the delivery of the Study Material(s), Prospectus etc. shall be completed by me/us within the stipulated time on receipt of instruction of the concerned authority of the Institute, given time to time;
- D. That I/we shall abide by the Terms & Conditions, mentioned in the Order of Outbound and Inbound Transportation of Study Materials and Prospectus etc. and upon any violation of the said Terms & Conditions, the competent authority of the Institute, reserves the right to terminate this Contract and invoking of Bank Guarantee.

Date:

(Signature)

Seal of the Tenderer

BID EVALUATION PROCESS

Response to this Tender would be evaluated in two phases. Initially technical bids will be opened and evaluated. Those bidders who satisfy the technical requirements of the work, as per the requirements/specifications and the terms and conditions of this Tender, shall be short-listed. Financial bids shall be opened only for the short-listed bidders who have qualified in the technical bid.

Technical Evaluation

The bids will be technically evaluated on various components. Each response to the Tender from each bidder will be judged as per the score/ merit.

Evaluation of Technical proposal would be on the following technical parameters carrying total 100 marks and each technical parameter has been assigned maximum score as given in the table below:

Sl. No	Technical Parameters	Max score
1.	Bidder's total experience (no. of years) in logistics, collection of material, warehousing, safekeeping, packing and distribution/ dispatch of goods preferably Publications, Journals etc. of reputed Institute or University etc. or in e-commerce marketplace. >= 10 Years : (10 marks) >= 7 Years and < 10 Years : (8 marks) >= 5 Years and < 7 Years : (6 marks)	10
2.	Average Annual Turnover of the Bidder during the last three (3) financial years (FY 2021-22, 22-23 and 23-24) >=INR 500 Crores: :(15 marks) >=INR 200 Crores and < INR 500 Crores: :(12 marks) >=INR 100 Crores and < INR 200 Crores: :(10 marks)	15
3.	Total No. of Serviceable PIN Codes >= 90% of available pin codes in applied zones:(15 marks) >= 80% of available pin codes in applied zones:(12 marks) >= 70% of available pin codes in applied zones:(10 marks)	15

4.	Bidder should have minimum Rs. 10 crores in total project experience in providing courier service and other related services to organizations of Govt./ Public Sector Undertakings/ Autonomous Institutions during last 3 Financial Years. (FY 2021-22, 22-23 and 23-24). >=INR 50 Crores: : (10 marks) >=INR 20 Crores and <INR 50 Crores: : (8 marks) >=INR 10 Crores and <INR 20 Crores: : (6 marks)	10
5.	Total number of employees on pay roll of the bidder for the proper execution of the contract >= 300 employees : 15 (marks) >= 200 employees : 12 (marks) >= 100 employees : 10 (marks)	15
6.	Total number of Current Clients >= 30 Clients : 15 (marks) >= 20 Clients : 12 (marks) >= 10 Clients : 10 (marks)	15
7.	Online tracking system on real time basis along with DRS through mobile app (10 Marks) Online tracking system on real time basis without DRS through mobile app (6 Marks)	10
8.	Total number of locations where the Bidder is having its own offices India >= 1000 : (10 marks) >= 500 and < 1000 : (8 marks) >= 150 and < 500 : (6 marks)	10
	Total	100

To be eligible for short listing, the Bidder must secure at least 60% (Sixty percent) marks.

In case if marks obtained by the bidder are less than 60%, their bid is liable to be technically disqualified.

ICMAI, at its sole discretion, shall have the right to interpret various aspects of the evaluation criterion as it deems fit. The decision of the ICMAI on such interpretation and awards of marks shall be final and binding on all bidders. No reasons whatsoever shall be furnished regarding award of marks.

Financial Evaluation

The Financial Bids shall be opened of only those Bidders who are found to be Technically Eligible. For the detailed financial evaluation process please refer the Financial Bid clause.

BIDDER'S INFORMATION SHEET

Sl. No.	Detail Required	Provide the relevant information with proper documentary evidence
1.	Name of the Organization	
2.	Address of Registered Office	
3.	Telephone No.	
4.	Mobile No.	
5.	Email ID	
6.	Local Address with contact details	
7.	Name and contact details of Authorized Contact Person/Persons	
8.	Certificate of Incorporation	
9.	Trade License No.	
10.	Ownership pattern (i.e. Proprietary Concern / Partnership firm / Pvt. Ltd. Co. / Public Ltd Co. etc.)	
11.	PAN	
12.	GST Registration No.	
13.	Last three years' Audited P/L A/cs. & Balance Sheets (2021-22, 2022-23 & 2023-24)	
14.	Turnover details of last 3 years as per Audited P/L A/cs. (2021-22, 2022-23 & 2023-24)	
15.	IT Return for last three years (2021-22, 2022-23 & 2023-24)	
16.	Past credentials/experience in the relevant field/service (at least three Experience Certificates/Work Orders from Govt. organisations/PSUs/Autonomous Bodies to be attached)	
17.	Details of EMD (DD No., Date & Name of the Bank)	
18.	Bank Details: Name of the Bank/Branch address Name of Account holder: Bank Account No.: IFS Code:	

19.	Self-Certificate declaring that the organisation has not been black listed by any Govt. Department/PSU etc.	
20.	<p>The application for empanelment should be signed by the authorized signatory verifying that -</p> <p>“Certified that all the details furnished in the application are true and correct to the best of my/our 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 ICAI, if it deems fit. It is also confirmed that all the terms and conditions of this tender document are acceptable to us”.</p>	

Signature:

Date:

Name & Stamp of Bidder

FINANCIAL BID**Outbound & Inbound Transportation of Study Materials****Rate/Kg. (Excluding of applicable tax)**

Zone	Weight (%)	Rate per kg. (Rs.)
A	20	
B	18	
C	30	
D	30	
E	2	

Applicable rate of tax ____ %.

Signature:

Date:

Name & Stamp of Bidder

Note:

1. Transportation Matrix:

<i>To</i> <i>From</i>	<i>North One</i>	<i>North Two</i>	<i>East One</i>	<i>East Two</i>	<i>West One</i>	<i>West Two</i>	<i>South One</i>	<i>South Two</i>	<i>Central</i>
<i>North One</i>	A	A	D	E	C	B	C	D	B
<i>East One</i>	C	D	A	B	D	C	C	D	B
<i>West One</i>	C	D	D	E	A	A	B	D	B
<i>South One</i>	C	D	D	E	B	C	A	B	B
Group	States and Union Territories								
North One	Delhi, Uttar Pradesh, Haryana, Rajasthan								
North Two	Chandigarh, Punjab, Himachal Pradesh, Uttarakhand, Jammu & Kashmir, Ladakh								
East One	West Bengal, Orissa, Bihar, Jharkhand, Chhattisgarh								
East Two	Assam, Meghalaya, Tripura, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Sikkim, Andaman & Nicobar Islands								
West One	Maharashtra, Goa								
West Two	Gujarat, Daman & Diu, Dadra & Nagar Haveli								
South One	Andhra Pradesh, Karnataka, Tamil Nadu, Puducherry, Telangana								
South Two	Kerala								
Central	Madhya Pradesh								

2. Minimum chargeable weight per Waybill/Docket shall be 20 Kg.
3. No additional charges shall be entertained.
4. L1 bidder shall be selected by applying Weighted Average Method. Lowest

composite weighted average rate of all zones i.e. from zone A to E shall be considered for selection of L1 bidder.

5. After applying Weighted Average Method, if it is found that there is a tie among the bidders, then award of work to be given to the bidder, whose last three years' average turnover is higher as per Annexure - I.

Convener
(Advertised Tender Enquiry)