



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 33 40364777/22521031/1034/1035/1492

Website: [www.icmai.in](http://www.icmai.in)

## TENDER NOTICE

ADMN/Contract/BKM-2023-24

December 21, 2023

### Tender for Services of Record/Information Storage and Retention

Reputed and reliable Records/Information Storage and Management Enterprises located in and around Kolkata are invited to offer their Rate for storage and retention of Institutes' documents as per details given below -

#### 1. SCOPE OF WORK :

##### **1.1 COLLECTIONS**

- a. **The Service Provider** will visit the Head Office of the Institute or the site intimated by the Institute for collection of record/ documents in physical form i.e. flat files, box files, bounded files, registers, ledgers, books, cartoons etc. for storage at their storehouse. The requirement includes the packing of boxes and indexing of contents and all other works or process necessary in this connection.
- b. **Acknowledgments** of the records i.e. flat files, box files, bounded files, registers, ledgers, books cartoons etc with description. in each box /container are to be given to the concerned Department at the time of pickup. The service provider shall give the soft copy and hard copy of list of inventory.
- c. **Any other work** related to but not specifically mentioned above, required for completion of the job as per the intent and scope of work.

##### **1.2 CATALOGUING**

- a. **The Service provider** will arrange and catalogue the Institute's records and prepare inventory using bar code technology. Bar codes are to be securely fixed on each carton and its each and every content (flat files, box files, bounded files, registers, ledgers, books etc) to prevent any loss during storage or removal/ retrieval. Acknowledgments of the records giving the number of box/ cartons with description and number of flat files, box files, bounded files, registers, ledgers, books etc in each box/ carton are to be given to the concerned Department at the time of pickup. Thereafter the Service Provider shall provide the soft copy and hard copy of list of inventory. Bar coding should be tamper/ water proof.

##### **1.3 TRANSPORT**

- a. **The Service Provider** will arrange lifting of records, as provided by the Institute by their own transport facility for their storage house. The Service Provider must comply with the local traffic, health, safety and other legislative requirements during transport.

##### **1.4 RETRIEVAL OF RECORDS**

- a. **The Service Provider** undertakes to retrieve and deliver the requested cartons, files, vouchers, ledgers, registers and any other documents within below specified TAT upon



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receipt of a written request in the form of e-mails from the authorized officials of the Institute. Retrieval shall mean delivery to the Institute's premises at different locations.

## Turn-Around-Time (TAT)

Nature of Retrievals	Turn-Around-Time (TAT)
Ordinary Retrievals	All requests by email received by 6pm will be delivered by the next working day (24 hrs. TAT)
Urgent Retrievals	All requests by e-mail received by 12.00 noon will be delivered same day.

## 1.5 REPORTS

- a. The Service Provider is required to provide the Department wise reports as per Institute monthly to the designated offices
  - i. **Total** number and details of the cartons with size containing records of the Institute being Stored at their Storage house.
  - ii. **Total** number and details of the cartons/records retrieved (delivered) during a period.
  - iii. **Total** number and details of cartons/records returned by the Institute.
  - iv. **Total** number and details of the cartons destroyed.

#Bills submitted for every month are required to be supported by the above reports.

## 1.6 RETENTION OF RECORDS

- a. The Service Provider will retain and maintain the records as per the instructions of Institute.

## 2. Eligibility :

- a. **Must** have minimum 20 years of experience in India of storing and managing minimum 5 Lac cubic feet of physical. Supporting documents must be produced.
- b. **The** bidder must have experienced with Central, State, PSUs, Statutory Bodies, Autonomous Bodies or similar Institutions.
- c. **Must** have average annual turnover of Rs. 50.00 Crore.
- d. **Registration** with PF & ESIC is required.
- e. **All** licenses to run such set up required in West Bengal must be submitted
- f. **Storage** area must be insured against fire, flood, cyclone and other natural calamity besides theft, burglary etc. and the Service Provider will bear the cost of such insurance. Photocopies of valid insurance policy must be furnished with the Technical Bid.
- g. **Fire** protection system to include Fire alarm system, Fire Extinguishers, etc in accordance with relevant local standards should exist. The Service Provider's staff should be adequately trained in handling fire equipment.
- h. **Documents** against safety of records –



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- i. **Latest** AMC of CCTV, D G Set system, In house IT server setup with Firewalls & Anti Virus plus online access, Pest and Rodent Control and Termite treatments.

### 3. EVALUATION OF BIDS

Evaluation Criteria (Bidder has to fulfill the minimum requirement first) Additional points will only be counted upon fulfilling of minimum requirement.	
Attributes	Points
Experience	Minimum 20 years – 10 points
	For Every additional year - 2 points up to 10 points
Experience with Central / State / PSU / Statutory /Autonomous Bodies or Similar Institutions	Minimum 4 entities – 10 points
	For Every additional entity - 1 up to 5 points
Turnover (Average)	Minimum annual average 50. cr – 10 points
	For Every additional 10 cr - 2 up to 10 points
Registration wit PF & ESIC	5 points
Insurance Policy of Storage location	10 points
Fire protection	10 points
AMC Pest, Termite & Rodent Control	5 points
AMC CCTV	5 points
IT server setup with Firewalls & Anti-Virus plus online access	10 points
** Minimum eligibility marks 75 (seventy-five)	

Interested vendors may contact Administration Department for any further clarification at CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 during office hours.

### 4. INSTRUCTIONS FOR BIDDERS :

- Taxes** as applicable will be paid extra.
- 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 by examining committee.
- Bidders** shall bear all costs associated with the preparation and submission of its bid.

### 5. TERMS & CONDITIONS :

- The** bidder should be located in Kolkata not more than a radius of 50 k.m. from Institute. Supporting document such as Telephone bill, Electricity bill, Rent Agreement if rented, Property tax as on 31-03-2023 require.
- The** storage cartons must be resistant with flaps or a lid forming a seal against airborne particles.
- Bidder** will make sure during the contract where records of the Institute will be kept will have no leakage from water pipes sprinklers, mechanical installations, roots, drains, or any other source of water ingress.



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- d. **The** Institute's representative reserves the right to inspect the storage house to confirm compliance at any time, with prior notice.
- e. **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.
- f. **Financial** bids of only those bidders will be opened who have qualified in the technical bid analysis.
- g. **The** price quoted by the bidder should remain valid for 90 days.
- h. **Period** of Contract – **"Two Years"** and may be extended to a period of further three years at same rate, terms and conditions upon mutual agreement of parties.
- i. **If** a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered.
- j. **Canvassing** in any form in connection with the contract is strictly prohibited.
- k. **Evaluation** of L1 will be based on the below formula –  
Rate quoted in Financial bid -  
$$\text{Total Cost of (A) + \{(B) X Total Cartoons X 12 months\} + [(C. i) X 100 cartoons + (C. i) X 100 files + (C. i) X 100 Minimum charges]} + [(C. ii) X 100 cartoons + (C. ii) X 100 files + (C. ii) X 100 Minimum charges]} + [(F) X Total Cartoons]$$
  
# In case of (B), from rate of CFt or Cartoon whichever will cost lower will be considered in above evaluation.
- l. **Institute** reserves the right to extend the last date for receipt of bids at its own discretion.
- m. **Once** the order is placed, it will be the vendors' responsibility to make the project functional. Any additional cost incurred for completing the project and for which the vendor has not bid at the time of submission of the final offer will be borne by the vendor.
- n. **The** Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute
- o. **The** Institute may, for any reason whether at its own initiative or in response to the clarification requested by the prospective bidder, issue amendment in the form of addendum during the bidding period and subsequent to receiving the bids. Any addendum thus issued shall become part of bidding document and bidder shall submit the addendum duly signed and stamped in token of his acceptance.
- p. **Institute** reserves the right to modify the quantity included in the schedule of requirements at any time after acceptance of tender without a notice. The bidders shall have no claim to any payment of compensation.
- q. **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 arrive at its own decision about such bids.
- r. **The** Institute shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment, vehicles of the engaged personnel or any harm to the



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engaged person of the contracting Firm in the course of their performing duties to the Institute.

- s. **Upon** being selected as the successful bidder and being awarded the Order, the bidder is expected to reply to all queries/ complaints that may be raised by the Institute from time to time.
- t. **The** participating bidder has to submit this tender document signed and sealed on each page, together with Technical Bid, as acceptance of the terms and conditions mentioned herein.
- u. **The** order will be placed for the best interest of the Institute.

## **6. AUDIT & INSPECTION :**

- a. **There** shall be periodic internal/external audits to ensure that all processes are performed as per policy defined and required by the Institute.
- b. **The** system will maintain an audit trail of all relevant events and actions performed including:
  - a. Records added per day/week/fortnight/month.
  - b. Records edited/ updated/ deleted per day/week /fortnight/month.
- c. **Tracking** the physical movement of the documents collected from the source to the final destination point.
- d. **There** should be computerized facility to track record while it is away from the original storage area. Movement of records should adhere to the policy defined by the Institute.

## **7. PERFORMANCE SECURITY :**

- a. **Performance Security** – to ensure due performance of the contract, Performance Security of Rs. 34,000/- (rupees thirty-four thousand only) to be paid by the successful bidder to whom the contract was awarded. Performance Security may be furnished in the form of an account payee demand draft or bank guarantee from a commercial bank or online payment.
- b. **Performance Security** should remain valid for a period of sixty (60) days beyond the date of completion of all contractual obligations. No interest would be paid on the amounts.
- c. **The** Institute reserves the right to deduct appropriate amount from the Performance Security for any other dues / breach of contract / poor performance.

## **8. PAYMENTS :**

- a. **No** advance payment will be made. Payment will be made after completion of satisfactory supply and submission of invoice / bill in hard copy. Taxes will be extra as applicable.
- b. **The** payment will be made on monthly basis in electronic mode only within 30 days of submission of bills.



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## **9. SUBMISSION OF BIDS :**

Tenders duly signed by the bidder shall be submitted in two parts in separate sealed envelopes superscribing 'Technical bid (Annexure A)' and 'Financial bid (Annexure B). Both the envelopes should be put into a third envelope superscribing with **"Tender for Record keeping and maintenance"** (Bid Reference – ADMN/Contract/BKM-2023-2024) to be dropped in tender box Labeled as Limited Tender Committee at the ground floor of the Institute on or before 04:00p.m., **December 25, 2023** or to be posted at The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 addressing to Local Purchase Committee.

**Limited Tender Committee**



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## Annexure A

### Technical bid

Name of the Organisation	:	
Address	:	
Contact Person	:	
	Mobile	:
	EMAIL	:
TURNOVER FROM THE SAME SERVICE		
	2021-22 / 2022-23	:
	2020-21 / 2021-22	:
	2019 – 20 / 2020-21	:
Manpower Details – Total	:	
	Engaged in Collections	:
	Engaged in Maintenance	:
	Engaged in Delivery	:
	Engaged in other functions	:
Storage available in sqft	:	
Cliential list for same service	Name	Year Order Value
Central	:	
State	:	
PSU	:	
Statutory /Autonomous Bodies or Similar Institutions	:	

Signature of bidder:

Seal:



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## Annexure B

### Financial Part

Sl. No.	Item	Rate
<b>One time Charges</b>		
A.	Collection of Records from the Office of the Institute or in and around Kolkata to the Storage Space of the Tenderer. This will include Carton, Carton Barcode, File Barcode, Inventory, Transportation, Loading & Unloading.	- Rs..... Per Cft.
	Size of the Cartons are to be mentioned	- ..... Cft.
B.	Monthly Cartoon Storage Charges	- Rs..... Per Cft.
		- Rs..... Per Carton
<b>Retrieval &amp; Refiling Charges –</b>		
C.	C.i) For Urgent Requirements (to be delivered at the Office of the Institute and collected afterwards). Documents to be delivered same day and the request for the same made by 12noon on same day.	- Rs.....Per Carton
		- Rs..... per File
		- Rs..... minimum charges
	C. ii) For Normal Requirements (to be delivered at the Office of the Institute and collected afterwards. Documents to be delivered within 24 hrs.	- Rs.....Per Carton
		- Rs..... per File
		- Rs..... minimum charges
D.	Scan & e-mail of Document	- Rs..... per File
		- Rs..... per Image
E.	For Audit and Inspection purposes(at the Storage Space of the Tenderer by the Officials/Representatives of the Institute)	- Rs.....Per Carton
		- Rs..... per File
		- Rs..... minimum charges
F.	Permanent Withdrawal	- Rs. .... Per Cartoon

**Rate of Taxes ..... % (extra)**

Signature of bidder:

Seal: