



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 033 2252 1031 / 1034 / 1035, 2252 1492 / 1602 FAX +91 33- 2252 1026

Website: www.icmai.in

Local Purchase Committee

Ref. LPC/Admin/Record Storage/2021

11.10.2021

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 -

Scope of work:

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.

2. CATALOGUING

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.

3. TRANSPORT

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.

4. RETRIEVAL OF RECORDS

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



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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.

5. REPORTS

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/records destroyed.

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

6. RETENTION OF RECORDS

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

Eligibility:

1. The bidder should be located in Kolkata not more than a radius of 30 k.m. from Institute. Supporting document such as Telephone bill, Electricity bill, Rent Agreement if rented, Property tax as on 31-03-2021 require.
2. Must have minimum 3 years of experience in India of storing and managing minimum 3 Lac cubic feet of physical storage capacity. Supporting documents must be produced.
3. Registration with GST, PF & ESIC is required.
4. All licenses to run such set up required in West Bengal must be submitted
5. 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.
6. Fire protection system to include Fire alarm system, Fire Extinguishers, Fire hydrant, including modular extinguishers, in accordance with relevant local standards should exist. The Service Provider's staff should be adequately trained in handling fire equipment.
7. The company should be a profit making company for last 3 years.
8. Documents against safety of records –
Latest AMC of CCTV, VESDA System, D G Set system, In house IT server setup with Firewalls & Anti-Virus plus online access, Pest and Rodent Control and Termite treatments



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Interested bidders may contact Mr. Suneel Kaushik for any queries at ICAI, 12, Sudder Street, Kolkata – 700 016 during office hours 11.00am to 4.30pm on Monday – Friday except National Holidays. Contact details: email id: traveldesk.kolkata2@icmai.in, Phone no.: 033-40364750

Instructions for bidders:

1. Taxes as applicable will be paid extra.
2. Bidders shall bear all costs associated with the preparation and submission of its bid.
3. All necessary copies of documents substantiating the eligibility criteria need to be furnished along with the Technical Bid (Annexure 1)

Terms & Conditions:

1. The storage cartons must be resistant with flaps or a lid forming a seal against airborne particles.
2. No leakage from water pipes sprinklers, mechanical installations, roots, drains, or any other source of water ingress.
3. The Institute's representative reserves the right to inspect the storage house to confirm compliance at any time, with prior notice.
4. 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.
5. Financial bids of only those bidders will be opened who have qualified in the technical bid analysis.
6. The price quoted by the bidder should remain valid for 90 days.
7. Period of Contract – **"ONE YEAR"** or may be extended to a period of further one year at same rate, terms and conditions upon mutual agreement of parties.
8. If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered.
9. Canvassing in any form in connection with the contract is strictly prohibited.
10. Institute reserves the right to extend the last date for receipt of bids at its own discretion.
11. 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.
12. The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute
13. 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.



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14. 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.
15. 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.
16. 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 engaged person of the contracting Firm in the course of their performing duties to the Institute.
17. 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.
18. The participating bidder has to submit this tender document, together with Technical Bid and Commercial Bid signed and sealed on each page, as acceptance of the terms and conditions mentioned herein.
19. **A copy of Trade License / Certificate of Incorporation along with GST registration copy is to be compulsorily submitted**
20. The order will be placed for the best interest of the Institute.

Audit & Inspection:

1. There shall be periodic internal/external audits to ensure that all processes are performed as per policy defined and required by the Institute.
2. The system will maintain an audit trail of all relevant events and actions performed including:
 - Records added per day/week/fortnight/month.
 - Records edited/ updated/ deleted per day/week /fortnight/month.
 - Failed Transactions or unauthorized access or disapproved records on the basis of quality, etc.
 - Tracking the physical movement of the documents collected from the source to the final destination point.
3. 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.

Payments:

1. 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.
2. The payment will be made on monthly basis in electronic mode only within 30 days of submission of bills.

Submission of Bids:

Tenders duly signed by the bidder shall be submitted in two parts in separate sealed envelopes super scribing '**Technical bid (Annexure 1)**' and '**Financial bid (Annexure 2)**'. Both the envelopes should be put into



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a third envelope superscribing with **“Tender for Services of Record/Information Storage and Retention” (Bid Reference – LPC/Amin/ Record Storage/2021)** to be dropped in tender box Labeled as Local Purchase Committee at the ground floor of the Institute on or before 04:00p.m., **21st October, 2021** 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 to reach us before the last date.

Convener
Local Purchase Committee



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Annexure 1

Technical Bid

DETAILS ABOUT THE BIDDER

NAME OF THE ORGANISATION	
ADDRESS	
CONTACT DETAILS	TELEPHONE NO: E-MAIL ID:
NATURE OF OWNERSHIP	
PAN NUMBER (COMPANY / PROPRIETOR) Documentary Evidence to be Submitted	
GST REGISTRATION NUMBER Documentary Evidence to be Submitted	
TRADE LICENCE NO. (attached copy)	
LAST 3 YEARS TURNOVER Declaration to be provided that it is profit making organization on Letterhead	FY 2018-19: FY 2019-20: FY 2020-21:
CLIENT REFERENCES (copies of testimonials to be submitted)	1. 2. 3.
MANPOWER (No. of employees engaged for)	1. Collection of Records: 2. Placement of the records: 3. Management of the records: 4. Delivery of the Records to the Institute: 5. Other functions..... Total no of Employees:
	Weekly/Festival Holidays and arrangement for providing service on Holiday(s), if any:.....

Seal of tenderer:

Signature of tenderer:



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STORAGE SPACE & OTHER FACILITIES (copy of insurance policy of storage unit to be enclosed)	Storage space available (cubic feet): Location of the Store: Particulars regarding coverage of Stores by: (Insurance Policy etc.)
WHETHER THE TENDERER IS HAVING FIRE FIGHTING SYSTEM	YES / NO
WHETHER THE AGENCY CAN CONVERT PHYSICAL FILES TO SCANNED SOFT COPIES IF NEEDED	YES / NO
AVAILABILITY OF LATEST AMC OF CCTV, VESDA SYSTEM, D G SET SYSTEM, IN HOUSE IT SERVER SETUP WITH FIREWALLS & ANTI-VIRUS PLUS ONLINE ACCESS, PEST AND RODENT CONTROL AND TERMITE TREATMENTS	YES / NO
Bank Details	(i) Name of the A/c: (ii) A/c. No: (iii) Type of A/c: (iv) Name of the Bank: (v) Name of the Branch: (vi) Branch Address: (vii) IFS Code No.: (viii) MICR No.:

Seal of tenderer:

Signature of tenderer:

- Wherever applicable copies of necessary documents should be submitted with the Technical Bid
- The bidder may visit the Institute office to understand the ambit of work.
- The designated officials of the Institute may visit the site for physical verification of the storage space, locality, connectivity and manpower.
- Bidders may use extra pages if required
- **All pages of the Technical and Commercial bid are to contain the stamp and seal of the bidder.**



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Annexure 2

Commercial Bid

Item	Rate#
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.
<i>Size of the carton to be mentioned</i> CFT
Monthly Cartoon Storage Charges -	Rs. Per CFT.
Retrieval & Refiling Charges -	
1. 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 File
	Rs. per CFT
	Rs. minimum charges
2. For Normal Requirements (to be delivered at the Office of the Institute and collected afterwards. Documents to be delivered within 24 hrs.	Rs. per File
	Rs. per CFT
	Rs. minimum charges
For Audit and Inspection purposes (at the Storage Space of the Tenderer by the Officials/Representatives of the Institute)	Rs. per File
	Rs. per CFT
Retrieval & Refiling for Scanning of Document Scan & E-Mail of Document	Rs. Per File
	Rs. Per Image
Secured Certified Destruction	Rs. Per CFT
Permanent Withdrawal	Rs. Per CFT

to be filled by bidders

Declaration: We /our Company have physically visited the Institute and understood the job involved. We agree to all the terms and conditions as indicated in this EOI/Tender Notice.

Signature of bidder:

Date:

Seal:

Place:



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Process to analyze the Commercial Bid (for office use)

Item	Rate	Points Scored*
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.	
<i>Size of the carton to be mentioned</i> CFT	-----
Monthly Cartoon Storage Charges	Rs. Per CFT.	
Retrieval & Refiling Charges		
1. 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 File	
	Rs. per CFT	
	Rs. minimum charges	
2. For Normal Requirements (to be delivered at the Office of the Institute and collected afterwards. Documents to be delivered within 24 hrs.)	Rs. per File	
	Rs. per CFT	
	Rs..... minimum charges	
For Audit and Inspection purposes (at the Storage Space of the Tenderer by the Officials/Representatives of the Institute)	Rs..... per File	
	Rs. per CFT	
Retrieval & Refiling for Scanning of Document Scan & E-Mail of Document	Rs. Per File	
	Rs. Per Image	
Secured Certified Destruction	Rs. Per CFT	
Permanent Withdrawal	Rs. Per CFT	

***to be calculated by the Institute**

Evaluation Methodology:

•	Lowest quote received against every job of the above chart will be awarded with highest points and for every next lowest quote one point will be reduced subsequently.
•	Maximum points for every job will be up to the numbers of bidders participated.
•	The points allotted for each criteria will be added for each participating bidder.
•	The highest point gainer among the bidders will be shortlisted as L1.
•	The evaluation of the above criteria would be done by two methods to shortlist the L1 vendor: In the 1 st instance without the 1 st point (collection of records), and in the 2 nd instance total considering the 1 st point as well.
•	For evaluating the existing bidder (in case he /she participates) the first point on 'Collection of Records' would not be taken into consideration initially.