

TENDER DOCUMENT

OUTBOUND & INBOUND TRANSPORTATION SERVICES

Last Date of Submission : 14th December, upto 6:00 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

23rd November, 2021

Ref. No.: Tender/Studies-Transportation/2021-22

SUBJECT: TENDER FOR OUTBOUND & INBOUND TRANSPORTATION SERVICES

Sealed tenders are invited from reputed agencies having capacity and good track record to provide transportation services Pan India basis for "The Institute of Cost Accountants of India" (ICAI) for a period of **Two years** on contract basis. For details, visit Institute's website www.icmai.in.

Tenders duly signed by the Tenderer shall be submitted into two parts in separate sealed envelopes, one for Annexure – I (Bidder's Profile with all supporting documents) and another for Annexure – II (Financial Bid). Both the envelopes should be put into a third envelope super scribing with "**Tender for Outbound & Inbound Transportation Services**" (Bid Reference – **Tender/Studies-Transportation/2021-22**) along with earnest money of Rs. 1,00,000/- (Rupees One lakh only) in the form of Demand Draft drawn in favour of "**The Institute of Cost Accountants of India**" payable at Kolkata. It is, further, requested to mention the Email id and contact number on the Super envelope. The tender shall be dropped positively on or before **14th December, 2021, 6:00 p.m.** in the Tender Box of the Institute at CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi – 110003. The tenders have to be submitted within the date & time mentioned in the Tender Notice and The Institute shall not be held liable for any postal or any other delays. Tenders received after the stipulated date & time or without earnest money will be liable to be summarily rejected without giving any reason. The earnest money deposited by the unsuccessful tenderer will be refunded within 30 days from the date of award of the contract.

Date of opening of the tender will be notified later on. The tenderer, if they wish, may present during the opening of the tender. Financial Bid will be opened only for those who fulfill the eligibility criteria as per **point no. 4 of the Tender Document**.

In case of any query related to the Tender Document, please contact **CMA Avijit Mondal, Joint Director (Studies), Land line no. 033-4036-4722 and mail id: studies.jd3@icmai.in or physically at CMA Bhawan, 12 Sudder Street, 2nd Floor, Kolkata – 700016 [Monday to Friday during office hour 9.30 a.m. to 6.00 p.m.]**.

**Convener
(Advertised Tender Committee)**

GENERAL TERMS & CONDITIONS

AND

AREA OF WORK

Offers are invited from reputed firms/companies for **Outbound and Inbound** transportation of Books/Study Materials of the Institute 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	25000 Kg.
2	North Zone	25000 Kg.
3	West Zone	25000 Kg.
4	South Zone	75000 Kg.

2. ESTIMATED VALUE OF CONTACT

Rs. 50 Lakhs per annum (approx.)

3. PERIOD OF CONTRACT

Contract will be effected for a period of two years from the date of the signing of the Agreement. The contract may be extended for a further period of one year on same terms and conditions and rates.

4. ELIGIBILITY CRITERIA

Tender is to be submitted in the Sealed Envelope superscribed with "Tender for Outbound and Inbound Transportation Services" in two parts – Annexure - I (Bidder's Profile) and Annexure - II (Financial Bid).

The Demand Draft of EMD must be submitted along with Bidder's Profile (Annexure – I).

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, GSTN, Address, Certificate of incorporation, Telephone No(s), Mobile No (s), E-mail Id, Fax No(s), 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 10 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 mandatorily submitted**].
- c. Average turnover for last three financial years i.e. 2019-20, 2018-19 & 2017-18 should not be less than Rs. 500 crores.
- d. The bidders must have their presents 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 the Institute 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. 1,00,000/- (Rupees One 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 2 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 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 two years (24 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 one year 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 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 promptly within 6 hours of the advice being conveyed over phone/through e-mail. The study materials 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 ICAI's requirement even after 24 hours (excluding holidays), ICAI 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 us.

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. The Institute 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 of the submission of the bill along with all supporting documents.

14. TERMINATION OF CONTRACT

In the event of unsatisfactory performance, The ICAI reserves the right to terminate the contract without prejudice with a notice of one month. 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 ICAI and 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. GENERAL

- 17.1 The Institute 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 the Company 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 service provider.
- 17.6 The service provider should strictly adhere to the Covid protocols as per the guidelines issued by the Central and State government from time to time.

BIDDER'S PROFILE

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.	Ownership pattern (i.e. Proprietary Concern / Partnership firm / Pvt. Ltd. Co. / Public Ltd Co. etc.)	
10.	PAN No,	
11.	GST Registration No.	
12.	Last three years' Audited P/L A/cs. & Balance Sheets (2019-20, 2018-19, 2017-18)	
13.	Turnover details of last 3 years as per Audited P/L A/cs. (2019-20, 2018-19, 2017-18)	
14.	IT Return for last three years (2019-20, 2018-19, 2017-18)	
15.	Past credentials/experience in the relevant field/service (Attach at least three Experience Certificates/Work Orders from Govt. organisations/PSUs/Autonomous Bodies to be attached)	
16.	Details of EMD (DD No., Date & Name of the Bank)	

17.	<p>Bank Details:</p> <p>Name of the Bank/Branch address</p> <p>Name of Account holder:</p> <p>Bank Account No.:</p> <p>IFSC Code:</p>	
18.	<p>Self-Certificate declaring that the organisation has not been black listed by any Govt. Department/PSU etc.</p>	
19.	<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 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”.</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:

To / From	North One	North Two	East One	East Two	West One	West Two	South One	South Two	Central
North One	A	A	D	E	C	B	C	D	B
East One	C	D	A	B	D	C	C	D	B
West One	C	D	D	E	A	A	B	D	B
South One	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								
East One	West Bengal, Orissa, Bihar, Jharkhand, Chhattisgarh								
East Two	Assam, Meghalaya, Tripura, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Sikkim								
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 Committee)