



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
(Statutory Body Under an Act of Parliament)
CMA BHAWAN, 12, SUDDER STREET, KOLKATA – 700 016



TENDER NOTICE

June 25, 2025

Ref.No. Admin-CAB SERVICE PROVIDER-2025-28

SUBJECT: Empanelment for CAB SERVICE PROVIDER for Kolkata Office

NOTICE FOR INVITING APPLICATIONS TOUR/TRAVEL AGENCIES FOR HIRING CAB/TAXI

The Institute of Cost Accountants of India intends to engage/empanel experienced, reputed and leading Tour and Travel Agencies located in Kolkata for hiring Cab/taxi for official use 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 Kolkata Office of the Institute at Kolkata in the prescribed bid forms enclosed with this bid document for a period of three year from the date of issue of work order with provision of further extension for one more year at the same terms and conditions if mutually agreed.

The details of the tender are as under:

1.	Type of work	Engagement of Tour and Travel Agencies for The Institute of Cost Accountants of India, Kolkata
2.	Date of Announcement of Tender	June 25, 2025
3.	Last date for submission of Tender	July, 2016 by 16:00 hrs (The Technical bid and Commercial Bid are to be sealed in separate envelope super-scribing Technical Bid and Commercial Bid respectively AND put in 1 common envelop together for submitting)
5.	Address of Submission	Tender Box (Labelled as "Limited Tender Committee Box number 2", Ground Floor, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.
6.	Mode of Submission of EOI documents	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 'Empanelment of CAB Service provider'
7.	Contact Person for queries	Shri Abhishek Das (Admin) Email id : - traveldesk.kolkata1@icmai.in Landline: 033 - 40364715, Monday to Friday during office

1. INSTRUCTION TO BIDDERS

- 1.1. Bidders shall bear all costs associated with the preparation and submission of its bid.
- 1.2. 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.
- 1.3. 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.
- 1.4. Anticipated annual requirement would be 24 lakhs. The mentioned requirement is indicative; bidders shall have no claim to any payment of compensation.
- 1.5. 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.
- 1.6. The participating bidder must submit this tender document signed and sealed on each page, together with Technical Bid, as acceptance of the terms and conditions mentioned herein.

2. SCOPE OF WORK:

- 2.1. To arrange Taxi/cab services in Kolkata (Uniformed and General) **as and when required basis**.
- 2.2. The Contractor should be able to provide AC Taxis at a short notice/ (within 30 minutes).
 - i. For regular requisitions the taxi must reach the destination 30 minutes in advance.
- 2.3. The bill/invoice of courier services provided shall be prepared by the Agency and submitted on monthly basis to the Administration Department of the Institute for certification/verification and payment.
- 2.4. Service provider may also require to provide taxis for any other states. (except for Delhi)
- 2.5. The agency will 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.
- 2.6. Service provider have no infrastructure to provide taxis for other states may also quote only for Annexure III.
- 2.7. To provide the details of taxi & chauffeur to the guest as well to the contact person of the Institute at least 5 hours prior to the journey.
- 2.8. The agency shall submit the bill on monthly basis, latest by 15th of every month, for the preceding month. Bills should be addressed and submitted to Administration Department, along with details of work done. The payment will be made within 30-45 days from the date of receipt of bill for undisputed amount.

3. ELIGIBILITY CRITERIA:

- 3.1. The Registered Office of the Agency should be located Kolkata. An attested copy of the registration certificate of offices in Kolkata shall be enclosed.
- 3.2. The Agency must have a minimum of five (5) years' experience in supplying taxis to reputed private companies / Public Sector Companies / Banks / Central and State Government Departments. Proof of at least two contracts relating to supplying of taxi services to Central Government / State Governments / PSUs / Bank / reputed private firms in last three years along with attested copies of the supply order be enclosed with the tender document.
- 3.3. The Agency should have a minimum annual average turnover Rs. 50 lakhs during last three financial years. A copy of turn over statement duly certified by the C.A must be enclosed with the tender document.
- 3.4. The agency should have adequate professionally trained manpower.
- 3.5. Names, address & telephone numbers of five major clients may be provided for obtaining necessary confirmation regarding the standard of services and other relevant details. (Annexure II)
- 3.6. The agency should be having valid PAN/ TAN/ GST/All applicable licenses.

Evaluation criteria				
Sl. no.	Attributes	Documents to be submitted	Points	Score
A.	Full-fledged office in Kolkata	Electricity bill / Rent agreement of Office		15
B.	Total Experience	- Proof of Establishment, Commencement, etc.	Minimum 5 years	25
C.	Work Experience with Central / State Govt. / PSUs / Autonomous Body / Statutory Body in the last 2 years	- Work order / Performance - Certificate to be produced	Minimum 2 entities	25
D.	Turnover in the last three years	- Last three years Profit & Loss A/c and Balance Sheet	Minimum Annual Average	20
E.	Updated documents as per above	PAN/ TAN/ GST/All applicable licenses; as per applicability		15
Total Score				100
Qualifying Score to participate in Financial Bids				100

4. GENERAL TERMS AND CONDITIONS

- 4.1. The contract will be initially for a period of three years and is likely to commence from the date of signing of the agreement which may be extended for a further period of one year on the same rates, terms and conditions depending upon the requirement and administrative convenience of Institute. 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.
- 4.2. 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 should not be dented/ damaged. No payment shall be made if the vehicle is found in dirty or shabby condition.

- 4.3. 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.
- 4.4. The Cars supplied should be fitted with all modern features.
- 4.5. The vehicles will have to be fitted / provided with the following additional accessories / utilities: -
 - a. Clean seat covers
 - b. Quality radio music system
 - c. Reading lamp
 - d. Tissue paper box
 - e. Car perfume
 - f. Seat Belts (front Rear)
 - g. Umbrella during Monsoon
 - h. Water Bottle
 - i. Sanitizer
 - j. Disinfectant Spray
- 4.6. 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.
- 4.7. The firm should ensure that the drivers employed hold valid driving license, are well trained, well behaved, reasonably educated, and conversant with traffic rules / regulations and city roads / routes as well as security instructions.
- 4.8. Each Car shall have commercial registration number.
- 4.9. Each driver employed by the firm must have a cell-phone duly activated.
- 4.10. No mileage will be allowed for lunch / tea of the driver.
- 4.11. The firm should have an adequate number of telephones for contact round the clock and these may be conveyed to this office.
- 4.12. The firm should have a provision to take bookings 24x7.
- 4.13. Rates once finalized will be fixed at least for a period of three years and used as base rate in case of upward / downward change in rates in fuel prices.
- 4.14. Any overtime arising due to breakdown of vehicle supplied by Agency shall be on his account and shall not be charged.
- 4.15. 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.
- 4.16. The driver provided by the contractor should fulfill the following conditions:
 - 4.16.1. Should be in possession of valid driving license issued by RTO.
 - 4.16.2. Should not smoke; chew Pan / Pan Masala / Tobacco.

- 4.16.3. Should be conversant with the routes of all Government buildings and important roads within Kolkata.
- 4.16.4. Should not indulge in any activity inimical to security of the officers travelling in his car.
- 4.16.5. The liability of the Institute will be limited to the hiring charges agreed in the contract.
- 4.17. No additional terms & conditions over and above the conditions stipulated above shall be entertained by Institute.
- 4.18. Actual parking charges / Toll charges will be payable along with the monthly bills, only upon submission of the parking bills / toll receipts etc.
- 4.19. The Institute will also reserve the right to hire taxis from any other provider of such services even during the period of contract.
- 4.20. If the contractor 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 contract period or at any time repudiates the contract, the Institute will have the right delist the empanelment of the bidder.
- 4.21. 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.
- 4.22. If the bidder (successful) will fail to provide service consecutively thrice will lead to delisted from empanelment list
- 4.23. The Institute shall not be liable for any loss, damage, theft, accidental damage, burglary or robbery of any personal belongings, equipment, vehicles and the engaged personnel of the contracting Firm.
- 4.24. The Institute proposes to empanel more than one vendor for sourcing the car services.

5. TERMS OF PAYMENT:

- 5.1. 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.
- 5.2. 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.
- 5.3. 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.
- 5.4. The term 'payment' mentioned in this para includes all types of payment due to the contractor arising on account of this contract.
- 5.5. Payments, subject to Tax Deduction at Source (TDS) shall be processed within 30-45 days of the



submission of the complete documents.

- 5.6. 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 payment of the day in respect of such vehicle.
- 5.7. Meter reading will be on Garage In – Garage Out basis and a separate shall be quoted for Airport Drop and Pick up.

6. PENALTY CLAUSE:

- 6.1. 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 and to forfeit the Performance Security, if any.

7. CONDITION IN CASE OF DISPUTE

- 7.1. 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 Kolkata Court only.
- 7.2. In case the firm awarded contract fails 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.
- 7.3. 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.
- 7.4. 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.

8. PERIOD OF CONTRACT

- 8.1. The contract will be valid for three years from the date of award the contract and can be extended for one year by mutual consent of the parties. No request for hike in approved rates for supply of taxis will be entertained during the period of contact for any reason what so ever.
- 8.2. The bidders should quote their unconditional rates strictly as per the Annexure-IV cutting/ overwriting, if any, will not be accepted. Each page of the tender should be duly stamped and signed

by the authorized signatory.



9. SUBMISSION OF BIDS

- 9.1. 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 “**Empanelment for CAB Service Provider**” (Bid Reference – **Admin-CAB SERVICE PROVIDER-2025-28**) and addressed to 'The Convener, Limited Tender Committee, The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700016.
- 9.2. The documents as mentioned earlier shall be furnished along with the technical bid.

10. **PENALTY FOR NON-COMPLIANCE OF GST ACT:**

- Penalty amount so determined along with GST if applicable thereon shall be recovered from the contractor.

11. **TERMINATION CLAUSE:**

The Institute reserves its right to terminate the contract for any reason at its absolute discretion including but not limited to the following:

- If the tenderer is adjudicated insolvent by a Competent Court or files for insolvency or if the Tenderer being a company is ordered to be wound up by a Court of Competent Jurisdiction
- Tenderer commits any breach of the terms of this contract/ tender document
- The tenderer is involved in wrongful billing
- In the event of unsatisfactory service
- If the information furnished in the Technical Offer is found to be incorrect.
- The decision of the Institute in terminating the contract will be final and binding on the tenderer.

12. **SELECTION OF BIDDERS –**

- 12.1. Kolkata Office of the Institute may select more than one vendor.
- 12.2. All participants who submit applications for empanelment and meet the eligibility and qualification criteria prescribed in this document shall be empaneled at the lowest rate quoted among all the technically qualified bidders. Acceptance of the lowest quoted rate shall be a precondition for empanelment, and any bidder unwilling to match the lowest rate shall be disqualified from the empanelment process.

13. **NO REVISION/CORRECTION OF RATES**

No Bidder shall be allowed at any time on any ground whatsoever to claim revision or modification in the rates quoted by him. Representation to make correction in the tender documents on the ground of clerical error, typographical error, etc., committed by the bidders in the Bids shall not be entertained comparison.



Annexure-I

Format of Technical Bid

Sl. No	Particulars	Details to be filled in by the Agency
1.	Name of the Firm/Company	
2.	Registered office/business address Telephone/Mobile Number Email and fax number	
3.	Name of Contact Person (s)	
4.	Address in Kolkata Telephone/Mobile Number Fax Number Email Name (s) of the contact person(s)	
5.	Year of Incorporation/ Constitution	
6.	Income Tax – PAN (Attach copy of PAN)	
7.	GSTN (Attach copy of GST registration)	
8.	PF/ ESI No. (Attach copy), if applicable	
9.	Average Turnover/business Volume per year during last three financial years	
10.	Whether registered with Registrar of Firms/ Companies? Date of Registration (Attach copy of orders/proof)	

11.	Detailed profile of the organization, management, Manpower, capacity of cab, variety of services, owned cab etc	
12.	Manpower, capacity of cab, variety of services, owned cab etc	
13.	<p>Infrastructure details:</p> <p>1) Whether the agency has countrywide network of branches located at all the major cities in India</p> <p>2) Whether the agency have latest Computerized system.</p> <p>3) Whether the agency have adequate professionally trained manpower.</p> <p>4) Whether the agency is providing Services to Central/ State Government/ CPSE/ State Govt PSE / Statutory bodies / Autonomous bodies/ Financial institutions/ MNCs for last 5 years</p>	
14.	<p>References – Empanelled as Car/Taxi provider Agency with at least three (CPSEs) or State (PSEs) or autonomous body or Central Govt Depts. or State Govt. Depts. and three leading Private Sectors. (with documentary evidence)</p> <p>Please provide Names, address & telephone numbers for obtaining necessary confirmation regarding the quality of service and other relevant details in Annexure III</p>	<p>A. CPSE/PSE/Central or State Govt.:</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>B. Leading Private Company</p> <p>1</p> <p>2</p> <p>3.</p>
15.	Whether satisfactory service certificates from the concerned Office/Department have been attached.	Yes/No
16.	Whether the agency is in a position to provide dedicated staff for servicing the need	Yes/No

	of the Institute	
17.	Whether the agency is prepared to provide 24/7 services on Sundays/ Holidays besides normal working days, if so required by the Institute.	Yes/No
18.	Any other relevant information	
19.	Verification – The application for empanelment should be signed by the authorized signatory verifying 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 besides initiation of penal proceedings by the Institute, if it deems fit.	

Signature:

Date:

Name & Seal of Firm/Co.



Annexure-II

BIDDERS PAST SERVICES (SIMILAR) PROFORMA

Sl. No.	Name & Address of Client	Period		Bills raised (Rs/Lakh)	Remarks
		From	To		
1					
2					
3					
4					
5					
6					

NOTE: - CERTIFICATE FROM CLIENTS TO BE ENCLOSED ALONGWITH THIS ANNEXURE

Signature:

Date :

Name & Seal of Firm/Co.



ANNEXURE III

Format for submitting financial bid for supply of AC Taxis on need basis for **KOLKATA only**

S.N.	Particulars	Dzire and similar cars	Honda City and similar premier sedan	Innova/Ertiga and similar XUV
1	100 K M & 10 hrs.			
2	50KM & 05 hrs. (Half day)			
3	Charges for every additional KM beyond 100 Kms.			
4	Charges for every additional KM beyond 10 hours			
6	Charges for Airport Pick up /Drop			

Other Charges, if any –

- Driver Out-station charges -/-
- Driver night charges -/-
- Applicable tax rates -/- or%
- Any other Charges/-

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.

ANNEXURE IV

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

S.N.	Particulars	Dzire and similar cars				Honda City and similar premier sedan				Innova/Ertiga and similar XUV			
		East	West	South	North	East	West	South	North	East	West	South	North
1	100 K M & 10 hrs.												
2	50KM & 05 hrs. (Half day)												
3	Charges for every additional KM beyond 100 Kms.												
4	Charges for every additional KM beyond 10 hours												
6	Charges for Airport Pick up /Drop												

North will not include requirements of Delhi Office.

Other Charges, if any –

- Driver Out-station charges -/-
- Driver night charges -/-
- Applicable tax rates -/- or%
- Any other Charges/-

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.