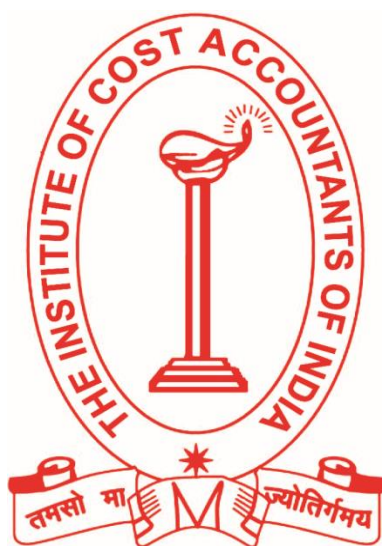


TENDER DOCUMENT

TRANSPORTATION SERVICES FOR EXAMINATION MATERIAL

Last Date of Submission : 05/03/2024, upto 3 p.m.



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

25th January, 2024

Ref. No.: ATC/Exam -Transportation/2023-24

TRANSPORTATION SERVICES FOR EXAMINATION MATERIALS

Sealed tenders are invited from reputed transporters having good logistics and transportation capacity to provide transportation services on pan India basis for "The Institute of Cost Accountants of India" (ICMAI) for a period of **one year** on contract basis. The contract may be extended for a further period of two years on same terms, conditions and rates, on mutual consent. For details, visit Institute's website www.icmai.in. The transporter needs to have services via surface and air or any other premium / express mode of service delivery as required by the Institute from time to time.

Tenders duly signed by the bidder 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 superscribing with "**Tender for Transportation Services for Examination Materials**" (Bid Reference – **ATC/Exam – Transportation /2023-24**) along with earnest money of Rs. 1,50,000/- (Rupees one lakh fifty thousand only) in the form of Demand Draft drawn in favour of "**The Institute of Cost Accountants of India**" payable at Kolkata. The tender shall be dropped **positively on or before 05th March, 2024, 3 p.m.** in the Tender Box of the Institute at CMA Bhawan, 12, Sudder Street, Kolkata – 700016. 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 (EMD) by the unsuccessful tenderer will be refunded within 30 days from the date of award of the contract. 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 queries related to the Tender Document, please contact Mr. Subhas Chandra Bose, officer (Examination), Land line no. 033-4036-4722, 9434613148, mail id: exam.officer4@icmai.in or physically at CMA Bhawan, 12 Sudder Street, 2nd Floor, Kolkata – 700016 [Monday to Friday during office hour 10.30 a.m. to 05.00 p.m.].

Convener
(Advertised Tender Committee)

GENERAL TERMS & CONDITIONS AND SCOPE OF WORK

Offers are invited from reputed firms/companies for **Transportation** of Examination materials, stationery items, emergency and confidential items of the Institute to and from various destinations in India, for the conduct of examinations.

1. TRANSPORTATION MATERIAL

The transportation material may include envelopes, packed bags to bulk loads in trunks / boxes.. The intent of the enquiry is to seek rate contract per kilogram (@kg) basis in various zones of the country: East Zone, North Zone, West Zone and South Zone.

2. PERIOD OF CONTRACT

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

3. SUBMISSION OF BIDS

Tender is to be submitted in the Sealed Envelope superscribed with "Transportation Services for Examination Materials" in two parts – Annexure - I (Bidder profile) and Annexure - II (Financial Bid). The bidder profile (annexure 1) and financial bid (annexure II) have to be put in 2 separate envelopes and the two envelopes have to be put in a 3rd envelop for posting / dropping at the Institute. Addressed to: The Convener, Advertised Tender Committee, The Institute of Cost Accountants of India, CMA Bhawan, 12 Sudder Street, Kolkata 700016 or dropped at the ATC tender box kept at the ground floor.

The Demand Draft of EMD must be submitted along with bidder profile (Annexure – I).

4. ELIGIBILITY CRITERIA

Bidder shall fulfill the following eligibility criteria:

- a. **Copies** of PAN, GSTN, trade license / Certificate of incorporation etc. are to be provided.
- b. The bidder shall have minimum 10 years' experience in transportation of answer scripts / books / study / emergency materials preferably with Govt. Departments / PSU / Autonomous Bodies / other reputed companies or Institutes. **[copies of at least 3 such testimonials / certificates / work orders have to be submitted in support of experience.]**
- c. Average turnover for last three financial years i.e. 2022-23, 2021-22 & 2020-21 should not be less than Rs. 50 crores. **Enclose copies of audited balance sheet.**
- d. The bidders must have their presence / services pan India basis.
- e. Bidder shall have wide network covering all 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 the job / services of the Institute.
- 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.1,50,000/- (Rupees one lakh fifty thousand only) has to be deposited by the tenderer in the form of Demand Draft 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 EMD amount of the successful bidder i.e. the service provider shall be retained and will be made part of the security deposit of Rs.5,00,000/- (rupees five lakhs only). The rest of the amount, the bidder has to submit within 15 days of receipt of Letter of Intent or within such extended period as may be advised, submit the remaining amount of Rs. 3,50,000/- (Rupees three lakhs fifty thousand only) in form of demand draft.

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 one year (12 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 on same terms, conditions and rates.

8. FINANCIAL BID

The financial bid to be provided 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 / unloading the examination materials on the transports and wherever applicable.
- 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 EXAMINATION MATERIAL

The contractor shall uplift the examination materials promptly within 6 hours of the advice being conveyed over phone/through e-mail. The examination materials should be

delivered with proper care and within the scheduled time.

Point of pickup and drop would be subsequently communicated to the selected bidder.

10. PENALTY FOR DELAYED DELIVERY & NON PLACEMENT OF TRUCKS / TRANSPORTS

10.1 In case transporter fails to lift / deliver requirements even after 24 hours (excluding holidays), ICMAI shall be at liberty to arrange transportation of the examination material 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 all transportations to be indicated against all the destinations.

11. SHIPMENT WEIGHTAGE ZONE WISE

ZONES	Percentage of frequency of postage service
NORTH	15%
SOUTH	50%
WEST	20%
EAST	15%

12. DELIVERY CHALLANS /DOCUMENTS

The transporter 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.

13. TRANSIT INSURANCE

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

14. TERMS OF PAYMENT

No payment shall be made in advance.

- All payments shall be made on monthly basis as the case may be against the bill.
- 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.
- The term 'payment' mentioned in this para includes all types of payment due to the service provider arising on account of this contract.

- d. Payments, subject to statutory deductions would be done and be processed within 30 days of the submission of the bill along with all supporting documents.

15. TERMINATION OF CONTRACT

In the event of unsatisfactory performance, The ICMAI 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 performance guarantee.

16. 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 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.

17. 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.

18. GENERAL

- 18.1 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.
- 18.2 The bidder quoting additional charges apart from 'zone wise pricing', as mentioned in the Annexure – II, will be outrightly rejected.
- 18.3 Any submission beyond the format of Financial Bid (like additional annexures/papers etc.) shall be outrightly rejected.
- 18.4 Bid of any tenderer may be rejected if a conflict of interest between the bidder and the company is detected at any stage.
- 18.5 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.

- 18.6 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.
- 18.7 Examination is a time bound activity which involves handling vital confidential information. Hence, timeliness of delivery and confidentiality form the essence of the assignment.
- 18.8 The Transporter will arrange to deliver the materials/parcels within 4 days for the surface mode and 3 days for the air / premium mode.
- 18.9 The Transporter shall ensure that all the materials/mails/parcels are delivered safely and confidentially to the addressee to whom it is meant and in no case be delivered to any other party.
- 18.10 The Transporter will have to furnish proof of delivery (POD) or delivery status report of the letters/parcels delivered with recipient's name & telephone number which the Transporter will write themselves.
- 18.11 The Transporter shall return the undelivered letters/parcels etc. within 7 days citing the reason of non-delivery. If the addressee is not found in his office/home, at least 3 attempts should be made by the representatives of the Transporter before returning the undelivered letter/packet to the ICMAI. If undelivered letters are returned to the ICMAI after the allowable period of 7 days, same will be treated as not being handed over/ picked up by the Transporter (in other words no payment will be made in this regard).
- 18.12 The Transporter will be responsible for compliance with all central and state laws as per rules/regulations / byelaws and order of the local authorities and statutory bodies as may be in force from time to time during the contract period.
- 18.13 The Transporter should take utmost care not to leak/divulge any information of the addressee or the contents of the articles/packets/ documents so dispatched to any third party.

BIDDER'S PROFILE

Sl. No.	Detail Required	Provide the relevant information
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	
11.	GST Registration No.	
12.	Turnover details of last 3 years as per Audited P/L A/cs. (2023-22, 2021-22, 2020-21) Copies to be enclosed	2022-23: 2021-22: 2020-21 :
13.	Past credentials/experience in the relevant field/service (at least three Experience Certificates/Work Orders from Govt. organisations/PSUs/Autonomous Bodies to be enclosed)	
14.	Details of EMD (DD No., Date & Name of the Bank)	
15.	Bank Details: Name of the Bank/Branch address Name of Account holder: Bank Account No.: IFSC Code:	
16.	Self-Certificate declaring that the organisation has not been black listed by any Govt. Department/PSU etc.	
17.	Date of incorporation Enclose copy certificate of incorporation	

18.	The application should be signed by the authorized signatory verifying that - "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".
19.	Enclose copy of Trade License

Signature:

Date:

Name & Stamp of Bidder

FINANCIAL BID**Transportation Services for Examination Material**

ZONES	RATE PER KG (Rs.)*		
	Surface(A)	Air(B)	Premium / Express service(C)
NORTH			
SOUTH			
WEST			
EAST			
Total			

** To be filled in by bidder*

Rate to be given without GST

Calculations: Lowest total of A + B + C will be considered as L1 bidder

Applicable rate of tax _____ % (to be filled in by bidder)

Zones	Delivery States and Union Territories
North	Delhi, Uttar Pradesh , Haryana , Rajasthan , Chandigarh , Punjab , Himachal Pradesh , Uttarakhand , Uttaranchal, Jammu & Kashmir
South	Andhra Pradesh , Karnataka , Tamil Nadu , Puducherry , Telangana , Kerala
West	Madhya Pradesh , Maharashtra , Goa , Gujarat , Daman & Diu , Dadra & Nagar Haveli
East	West Bengal , Orissa , Bihar , Jharkhand , Chhattisgarh , Assam , Meghalaya , Tripura , Arunachal Pradesh , Mizoram , Manipur , Nagaland , Sikkim

1. Minimum chargeable weight per Waybill/Docket shall be item wise.
2. The weight of consignments may vary from 1kg. to 60kgs.
3. Volumetric size will be converted into kg. wherever applicable.
4. No additional charges shall be entertained.
5. L1 bidder shall be selected by the lowest composite total of A + B + C of all the 4 zones together.
6. If 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.

Signature:

Date:

Name & Stamp of Bidder

The tentative list of Examination centers in India is as below:

ZONE	STATE	CITY
WESTERN	CHHATTISGARH	BILASPUR
WESTERN	CHHATTISGARH	BHILAI
WESTERN	CHHATTISGARH	RAIPUR
WESTERN	GOA	MARGAO-GOA
WESTERN	GUJARAT	ADIPUR-KUTCH
WESTERN	GUJARAT	AHMEDABAD
WESTERN	GUJARAT	BARODA
WESTERN	GUJARAT	VAPI
WESTERN	GUJARAT	SURAT
WESTERN	GUJARAT	BHARUCH- ANKLESHWAR
WESTERN	MADHYA PRADESH	BHOPAL
WESTERN	MADHYA PRADESH	INDORE
WESTERN	MADHYA PRADESH	JABALPUR
WESTERN	MADHYA PRADESH	SINGRAULI
WESTERN	MAHARASHTRA	PUNE
WESTERN	MAHARASHTRA	AURANGABAD
WESTERN	MAHARASHTRA	KALYAN
WESTERN	MAHARASHTRA	KOLHAPUR
WESTERN	MAHARASHTRA	MUMBAI
WESTERN	MAHARASHTRA	NAGPUR
WESTERN	MAHARASHTRA	NASHIK
WESTERN	MAHARASHTRA	SOLAPUR
WESTERN	MAHARASHTRA	NAVI MUMBAI
WESTERN	MAHARASHTRA	PALGHAR
WESTERN	MAHARASHTRA	SATARA
WESTERN	MAHARASHTRA	RATNAGIRI
WESTERN	MAHARASHTRA	AHMEDNAGAR

ZONE	STATE	CITY
EASTERN	ANDAMAN	PORT BLAIR
EASTERN	ASSAM	DULIAJAN
EASTERN	ASSAM	GUWAHATI
EASTERN	BIHAR	PATNA
EASTERN	BIHAR	GAYA
EASTERN	JHARKHAND	BOKARO
EASTERN	JHARKHAND	DHANBAD
EASTERN	JHARKHAND	HAZARIBAG
EASTERN	JHARKHAND	JAMSHEDPUR
EASTERN	JHARKHAND	RANCHI
EASTERN	MEGHALAYA	SHILLONG
EASTERN	ODISHA	BERHAMPUR
EASTERN	ODISHA	BHUBANESWAR
EASTERN	ODISHA	CUTTACK
EASTERN	ODISHA	ROURKELA
EASTERN	ODISHA	SAMBALPUR
EASTERN	ODISHA	ANGUL- TALCHER
EASTERN	TRIPURA	AGARTALA
EASTERN	WEST BENGAL	ASANSOL
EASTERN	WEST BENGAL	DURGAPUR
EASTERN	WEST BENGAL	HOWRAH
EASTERN	WEST BENGAL	KOLKATA
EASTERN	WEST BENGAL	NAIHATI
EASTERN	WEST BENGAL	SILIGURI
EASTERN	WEST BENGAL	BANKURA
EASTERN	WEST BENGAL	SERAMPORE
EASTERN	WEST BENGAL	KHARAGPUR

ZONE	STATE	CITY
SOUTHERN	ANDHRA PRADESH	GUNTUR
SOUTHERN	ANDHRA PRADESH	NELLORE
SOUTHERN	ANDHRA PRADESH	RAJAHMUND RY
SOUTHERN	ANDHRA PRADESH	VIJAYAWADA
SOUTHERN	ANDHRA PRADESH	VISAKHAPATN AM
SOUTHERN	ANDHRA PRADESH	TIRUPATI
SOUTHERN	KARNATAKA	BANGALORE
SOUTHERN	KARNATAKA	MANGALORE
SOUTHERN	KARNATAKA	MYSORE
SOUTHERN	KARNATAKA	HOSUR
SOUTHERN	KERALA	CALICUT
SOUTHERN	KERALA	ERNAKULAM
SOUTHERN	KERALA	KANNUR
SOUTHERN	KERALA	KOTTAYAM
SOUTHERN	KERALA	KOTTAKKAL (Malappura m)
SOUTHERN	KERALA	PALAKKAD
SOUTHERN	KERALA	THRISSUR
SOUTHERN	KERALA	TRIVANDRUM
SOUTHERN	KERALA	KOLLAM
SOUTHERN	PUDUCHERY	PUDUCHERY
SOUTHERN	TAMIL NADU	CHENNAI
SOUTHERN	TAMIL NADU	COIMBATORE
SOUTHERN	TAMIL NADU	ERODE
SOUTHERN	TAMIL NADU	MADURAI
SOUTHERN	TAMIL NADU	NEYVELI
SOUTHERN	TAMIL NADU	SALEM
SOUTHERN	TAMIL NADU	TIRUCHIRAPA LLI

ZONE	STATE	CITY
NORTHERN	CHANDIGARH	CHANDIGARH
NORTHERN	DELHI	DELHI
NORTHERN	HARYANA	FARIDABAD
NORTHERN	HARYANA	REWARI
NORTHERN	HARYANA	BHIWANI
NORTHERN	HIMACHAL PRADESH	SHIMLA
NORTHERN	JAMMU & KASHMIR	JAMMU
NORTHERN	JAMMU & KASHMIR	SRINAGAR
NORTHERN	PUNJAB	JALANDHAR
NORTHERN	PUNJAB	LUDHIANA
NORTHERN	PUNJAB	PATIALA
NORTHERN	PUNJAB	ANANDPUR SAHIB
NORTHERN	RAJASTHAN	BEAWAR CITY
NORTHERN	RAJASTHAN	BHILWARA
NORTHERN	RAJASTHAN	BIKANER
NORTHERN	RAJASTHAN	JAIPUR
NORTHERN	RAJASTHAN	JODHPUR
NORTHERN	RAJASTHAN	KOTA
NORTHERN	RAJASTHAN	UDAIPUR
NORTHERN	RAJASTHAN	JHUNJHUNU
NORTHERN	UTTAR PRADESH	ALLAHABAD
NORTHERN	UTTAR PRADESH	AGRA
NORTHERN	UTTAR PRADESH	GHAZIABAD
NORTHERN	UTTAR PRADESH	KANPUR
NORTHERN	UTTAR PRADESH	LUCKNOW
NORTHERN	UTTAR PRADESH	NOIDA
NORTHERN	UTTAR PRADESH	MEERUT

SOUTHERN	TAMIL NADU	TIRUNELVELI
SOUTHERN	TAMIL NADU	VELLORE
SOUTHERN	TAMIL NADU	KANCHIPURAM
SOUTHERN	TAMIL NADU	DINDIGUL
SOUTHERN	TELANGANA	HYDERABAD

NORTHERN	UTTAR PRADESH	GORAKHPUR
NORTHERN	UTTAR PRADESH	GURGAON
NORTHERN	UTTRAKHAND	DEHRADUN
NORTHERN	UTTRAKHAND	HARIDWAR

Note: No. of cities may change subject to examination centre of the Institute