



**The Institute of Cost Accountants of India**  
**(Statutory body under an Act of Parliament)**  
**12, Sudder Street, Kolkata - 700016.**  
**Website: icmai.in**

**NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF REPUTED AND LEADING COURIER AGENCIES**

The Institute of Cost Accountants of India intends to engage/empanel experienced, reputed and leading Courier Agencies having pan India and overseas presence, for dispatch and delivery of printed materials, periodicals, publications and such other articles.

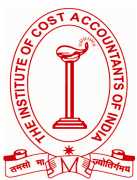
**Scope of work:**

Delivery and dispatch of the following articles containing:

- ❖ Letters
- ❖ Parcels
- ❖ Packets etc containing papers books etc.

**Eligibility Criteria:**

- 1) Those who are having All India and overseas network for handling dispatch of printed materials, periodicals, publications and such other articles. They should be having at least a Branch at KOLKATA. Courier agencies having their Area Office/Controlling Office at KOLKATA may be preferred.
- 2) The agency should be registered body with Registrar of Firms/Companies and should be in existence for the last 5 years.
- 3) The agency should have executed jobs for (CPSE)/State Govt PSE /Statutory bodies /financial institutions/MNCs/ The agency should have wide network of branches Pan India
- 4) The agency should have online 24x7 tracking system.
- 5) The agency should have adequate professionally trained manpower.
- 6) Names, address & telephone numbers of three major clients may be provided for obtaining necessary confirmation regarding the standard of service and other relevant details.
- 7) Files, documents etc. should be collected between 11 A.M. and 06 P.M. from our offices and it should be delivered to the destination on the next day itself.
- 8) The agency should be having valid PAN/TAN/Service tax/All applicable licenses.
- 9) The agency should be prepared to provide the services on



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Sundays/Holidays besides normal working days also, if so required by the Institute.

- 10) The agency should be prepared to deliver the services for bulk consignment other than regular pick-up.
- 11) The agency should give the list of destinations covered by them.
- 12) The agency will be required to submit PODs within three days from the date of delivery, if so required by the Institute.
- 13) The agency will be required to offer a minimum of 45 days credit limit.

**How to apply:**

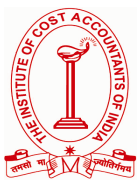
Only application of agencies who fulfill the above criteria would be considered by the Institute.

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 by the Corporation would not guarantee the award of contract.

The application in sealed envelope marked on top "Empanelment of Courier Agencies" along with the copies of the certificates, if any, and other specified documents may please be forwarded to:

**To,**  
**The Director(Administration),**  
**Institute of Cost**  
**Accountants of India,**  
**CMA Bhawan,**  
**3, Institutional Area Lodhi**  
**Road ,New Delhi – 110003**

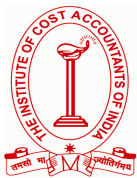
Last date for receipt of application is upto 05 P.M on 21.04. 2014



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**Application Format for Empanelment:**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details to be filled in by the Agency</b>
1	Name of the Firm/Company	
2	Registered office/business address of the agency with telephone cell,Website,	
3	Name of Contact Person (s)	
4	Address with telephone, Fax numbers, Email and name (s) of the contact	
5	Year of Incorporation/Constitution	
6	Income Tax – PAN No. (Attach copy of PAN)	
7	Service Tax No. (Attach copy of Service tax registration No.)	
8	PF/ESI No. (Attach copy)	
9	Whether registered with Registrar of Firms/Companies? Date of Registration (Attach copy of orders/proof)	
10	Customer Profile (Attach copy of orders/proof)	
11	Infrastructure details: 1) Whether the agency have countrywide network of branches located at all the major cities in India and in all locations mentioned at Indicative Annexure. 2) Whether the agency have latest computerized document tracking system.	



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	<p>3) Whether the agency have Adequate professionally trained manpower.</p> <p>4) Whether the agency is providing Services to (CPSE)/State Govt PSE /Statutory bodies /financial institutions/MNCs in past 3 years. with documentary evidence</p>	
12	References – (Names, address & telephone numbers of three big corporate clients may be provided for obtaining necessary confirmation regarding the standard of service and other relevant	
13	Highest single contract value and Company name.	
14	Whether the agency is in a position to make available dedicated staff for servicing the need of the Institute.	
15	Whether the agency is prepared to provide the services on Sundays/Holidays besides normal working days also, if so required by the Institute.	
16	Please indicate whether the agency is prepared to offer ..... days credit.	
17	Any other relevant information.	
18	<p>Verification –</p> <p>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.</p>	



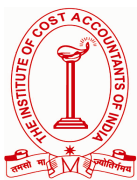
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**Details of key personnel of the agency**

Sl.No.	Name of key personnel	Designation	Years with the Agency	Contact number	Any other information

**Signature: Date :**

**Name & Seal of Firm/Co.**



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**Annexure -1**

**Address List of HQ/RC(s)/Chapter of ICAI**

		<b>Address</b>
<b>Head Office.</b>		The Institute of Cost Accountants of India CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.
<b>Regional Councils.</b>		
<b>Sl. No.</b>	<b>Name</b>	<b>Address</b>
<b>01.</b>	Western India Regional Council	"Rohit Chambers", 4th Floor Janmabhoomi Marg, Fort Mumbai - 400 001.
<b>02.</b>	Southern India Regional Council	CMA Bhawan, 4, Montieth Lane, Egmore, Chennai - 600 008.
<b>03.</b>	Eastern India Regional Council	84, Harish Mukherjee Road, Kolkatta - 700 025.
<b>04.</b>	Northern India Regional Council	CMA Bhawan, 3, Institutional Area, Lodi Road, New Delhi - 110 003.

<b>Chapter Office</b>				
<b>South Region</b>	<b>Western Region</b>	<b>North Region</b>	<b>Eastern Region</b>	<b>Over Seas Centers</b>
Bangalore Chapter	Ahmedabad Chapter	Ajmer-Bhilwara Chapter	Agartala Chapter	Bahrain Overseas Centre
Bhadravati-Shimoga Chapter	Aurangabad Chapter	Allahabad Chapter	Asansol Chapter	Botswana Overseas Centre
Cochin Chapter	Baroda Chapter	Chandigarh-Panchkula Chapter	Bokaro Steel City	Canada Overseas Centre
Coimbatore Chapter	Bhilai Chapter	Dehradun Chapter	Cuttack Bhubaneswar Chapter	Dubai Overseas Centre



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<b>Chapter Office</b>				
<b>South Region</b>	<b>Western Region</b>	<b>North Region</b>	<b>Eastern Region</b>	<b>Over Seas Centers</b>
Godavari Chapter	Bhopal Chapter	Faridabad Chapter	Dhanbad-Sindri Chapter	Muscat Overseas Centre
Hyderabad Chapter	Bilaspur Chapter	Ghaziabad Chapter	Durgapur Chapter	Nepal Overseas Centre
Kottayam Chapter	Chandrapur Chapter	Gorakhpur Chapter	Guwahati Chapter	Tanzania Overseas Centre
Madurai Chapter	Goa Chapter	Gurgaon Chapter	Hazaribag Chapter	Washington Overseas Center
Mangalore Chapter	Indore-Dewas Chapter	Hardwar-Rishikesh Chapter	Howrah Chapter	Zambia Overseas Centre
Mettur-Salem Chapter	Jabalpur Chapter	Jaipur Chapter	Jajpur-Keonjhar Chapter	
Mysore Chapter	Jhagrakhand-Chirimiri Chapter	Jalandhar Chapter	Jamshedpur Chapter	
Nellai-Pearl City Chapter	Kalyan-Ambarnath Chapter	Jammu Srinagar Chapter	Kharagpur Chapter	
Nellore Chapter	Kolhapur-Sangli Chapter	Jhansi Chapter	Naihati - Ichapur Chapter	
Neyveli Chapter	Konkan Chapter	Jodhpur Chapter	Patna Chapter	
Palakkad Chapter	Korba Chapter	Kanpur Chapter	Rajpur Chapter	
Pondicherry Chapter	Kutch-Gandhidham Chapter	Kota Chapter	Ranchi Chapter	
Ranipet-Vellore Chapter	Nagpur Chapter	Lucknow Chapter	Rourkela Chapter	
Thrissur Chapter	Nashik-Ojhar Chapter	Ludhiana Chapter	Sambalpur Chapter	
Tiruchirappalli Chapter	Navi Mumbai	Naya Nangal Chapter	Serampore Chapter	
Trivandrum Chapter	Pimpri Chinchwad Akurdi Chapter	Noida Chapter	Silchar Chapter	
Ukkunagaram	Pune Chapter	Patiala	Siliguri-	



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Chapter Office				
South Region	Western Region	North Region	Eastern Region	Over Seas Centers
Chapter		Chapter	Gangtok Chapter	
Vijayawada Chapter	Raipur Chapter	Udaipur Chapter	South Orissa Chapter	
Visakhapatnam Chapter	Rajkot Chapter		Talcher-Angul Chapter	
	Surat-South Gujarat Chapter			
	Vapi-Daman-Silvassa			
	Vindhyannagar Chapter			

- The above list is Indicative and may not be exhaustive.
- Locations other than the above may be included for delivery.