THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA (ICAI)

TENDER FOR APPOINTMENT OF COURIER SERVICE AGENCY

LAST DATE FOR SUBMISSION: 12 MARCH 2019
OF SEALED TENDERS : UPTO 4.00 pm

TOTAL NUMBER OF PAGES : 1 TO 47

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THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA, NEW DELHI
ICAI Bhawan, Indraprastha Marg, New Delhi – 110 002

NOTICE INVITING TENDERS

Sealed tenders are invited from reputed courier agencies or firms with relevant experience and background having wide networking and infrastructure across the country and abroad for appointment as domestic and international courier service agency for delivery of parcels, mails, letters, packets etc. to its regional offices, branches located across the country, overseas chapters and other destinations. Last date for submission of sealed tenders is 12 March 2019 upto 4.00 PM. Detailed terms and conditions are available on the Institute's website at www.icai.org.

ACTING SECRETARY, ICAI

NOTICE INVITING TENDERS (Website)
THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA (ICAI)
'ICAI Bhawan', Indraprastha Marg, New Delhi - 110 002

TENDER FOR APPOINTMENT OF COURIER SERVICE AGENCY

Sealed tenders are invited from reputed courier agencies or firms with relevant experience and background having wide networking and infrastructure across the country and abroad for appointment as domestic and international courier service agency for delivery of parcels, mails, letters, packets etc. to its regional offices, branches located across the country, overseas chapters and other destinations. Last date for submission of sealed tenders is 12 March 2019 upto 4.00 PM. The detailed terms & conditions are available at **www.icai.org**.

PLEASE SUBMIT ALL DOCUMENTS INCLUDING PART – I & PART – II

1. Scope of Work	**:**	**As given in Section III**
2. Availability of blank tender	**:**	Tender forms can be downloaded from the website of The Institute of Chartered Accountants of India (ICAI) i.e. www.icai.org.
3. Cost of Tender document :	**:**	Rs. 1,000/- (Rupees One Thousand Only) in the form of DD from any scheduled bank should be drawn in favour of **The Secretary, the Institute of Chartered Accountants of India** payable at Delhi.
4. Submission of Tender	**:**	12 March 2019 upto 4.00 pm. The tender complete in all respect may be sent to the Acting Secretary, The Institute of Chartered Accountants of India, ICAI Bhawan, I.P. Marg, New Delhi – 110002 through speed post or courier or may be dropped in the sealed tender box meant for **"Tender for Appointment of Courier Service Agency"** kept at the ground floor of Annexe building of ICAI at I.P. Marg, New Delhi – 110002.
5. Opening of bids	**:**	The Technical bids shall be opened on the last date of submission (or if not possible on that day, at a later date which will be intimated accordingly) in the presence of the authorized representative of the tenderers who choose to be present. The intimation regarding opening of Financial Bid will be hosted on the ICAI website.
6. Validity	**:**	Tender shall be valid for a period of 90 days for acceptance from the date of opening of the Technical Bid.
7. Earnest Money Deposit	**:**	Earnest Money Deposit of Rs. 1,20,000/- (Rupees One Lakh Twenty Thousand only) shall be paid along with the sealed tender by way of DD issued by a scheduled Bank in favour of **Secretary, The Institute of Chartered Accountants of India Payable at New Delhi.**

8. Performance Security	**:**	The EMD of the successful Bidder shall be converted into performance guarantee/ security deposit and shall be retained for the entire period of contract. In addition to the above, the successful Bidder shall be required to submit the additional Performance Security equal to 10% of the contract value or Rs 5,00,000/- whichever is higher in the form of Bank Guarantee issued by a scheduled Bank in favour of Secretary, The Institute of Chartered Accountants of India Payable at New Delhi.
9. Amount in words	**:**	Bidder shall write amount in figures and in words. In case of any discrepancy, amount in words shall be considered as final and binding on both parties.
10. Overwriting	**:**	Over writing must be avoided. In case of overwriting, the same shall be signed by the Bidder at each place
11. Stamp & Sign	**:**	The Bidder shall Stamp and sign the Tender in places indicated.
12. TDS (Income Tax)	**:**	As Applicable

Note:-

1. ICAI reserves all rights, to reject any tender / bid at any time, any stage and/or fully or partly or whole process and/or for particular contractor and also reserves all rights at any time to add, alter, modify, change, edit & delete any item and/or condition at any stage and/or time or vary all or any of these terms and conditions or replace fully or partly for whole process and/or for particular contractor or vary all or any of these terms and conditions or replace without assigning any reasons whatsoever. In this regard the decision of ICAI shall be final and binding on all the participants/bidders.

2. Canvassing in any form in connection with tender is strictly prohibited and the tender submitted by a Tenderer who resorts to canvassing is liable to be rejected.

3. ICAI or its representatives shall not entertain any bidder during the period, the selection of Contractor is in process.

4. ICAI reserves the right to verify the particulars furnished by the tenderer / bidder, independently.

5. In no case, the request of bidder for change or modification in any terms and conditions related to payment shall be entertained.

Acting Secretary, ICAI

BRIEF NOTE ON THE ICAI

The Institute of Chartered Accountants of India (ICAI) set up by an Act of Parliament viz. The Chartered Accountants Act, 1949 to regulate the profession of Chartered Accountancy is the second largest and premier accounting body in the world. ICAI has its headquarter at ICAI Bhawan, I. P. Marg, New Delhi with 5 Regional Offices at Mumbai, Chennai, Kolkata, Kanpur, and Vishwas Nagar (Delhi) and 164 branches spread all over the country. In addition, it has also set up 33 chapters abroad and a Branch office in Dubai. The detailed list of offices of the ICAI at various locations is enclosed at **Annexure – 1**. ICAI desires to appoint for its offices at Delhi and Noida, a Courier Service Agency(s) for both Domestic and International deliveries with certain terms & conditions which would form a part of the contract documents. In the last financial year 2017-18, it spent approximately Rs. 60.00 lacs and from 1.04.2018 till date Rs. 35 lacs has been spent on dispatch/ delivery of mails/ letters/ parcels/ paper documents etc. to various locations both within the country and abroad through courier services.

SECTION – I

INSTRUCTIONS TO TENDERERS

TENDER DOCUMENTS, CLARIFICATION AND ADDENDUM

1.1 TENDER DOCUMENT

1.1.1 Bidder shall submit the Tender Documents duly signed and stamped on each page of tender in token of his acceptance along with his bid.
1.1.2 Bid shall remain valid for 90 days from the date of opening of the Technical Bid.

1.2 CLARIFICATION REQUESTS BY BIDDER

1.2.1 Although the details presented in this Tender Documents consisting of conditions of contract, scope of work and technical specifications have been compiled with all reasonable care, it is the Bidder's responsibility to ensure that the information provided is adequate and clearly understood.
1.2.2 Bidder shall examine the Tender documents thoroughly in all respect.
1.2.3 Any failure by Bidder to comply with the aforesaid requirements shall not absolve the Bidder from liability, after subsequent award of contract, from performing the work in accordance with the Tender Documents.

1.3 AMENDMENT OF TENDER DOCUMENT

1.3.1 ICAI 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 'original' addendum duly signed and stamped in token of his acceptance.
1.3.2 For addendum issued during the Bidding period, Bidder shall consider the impact in his Bid. For addendum issued subsequent to receiving the Bids, Bidder shall follow the instructions issued along with addendum with regard to submission of impact on quoted price/revised price, if any.

1.4 CONFIDENTIALITY OF DOCUMENT

Bidder shall treat the Bidding document and contents thereof as confidential.

2.0 EARNEST MONEY DEPOSIT

2.1 The bid shall be accompanied by earnest money deposit (interest free) in the form of a Demand Draft drawn on any Nationalized/Scheduled Bank in favour of Secretary, The Institute of Chartered Accountants of India, payable at New Delhi. **EMD is to be submitted by all bidders including those who are registered under MSME.**

2.2 If the bidder, after submission, revokes his bid or modifies the terms and conditions thereof during the validity of his bid except where ICAI has given opportunity to do so, the earnest money deposited by Bidder shall, in such case, be forfeited.

2.3 ICAI may at any time cancel or withdraw the invitation to bid without assigning any reason and the earnest money deposited by Bidder shall in such case be refunded .

3.0 **SCHEDULE OF RATES**

3.1 The schedule of Rates shall be read in conjunction with all other sections of Tender documents.

3.2 The rates quoted by the bidder shall be firm and fixed for the period of the tendered works, unless stated otherwise. Taxes will be paid extra, as applicable.

3.3. If any variation in description is noticed, the bid is liable to be rejected. In any case, bidder shall be presumed to have quoted against the description of work and the same shall be binding on the bidder.

3.4 Rates quoted shall be in Indian Rupees Only.

3.5 Bidder shall quote rates both in figures as well as in words.

4.0 **SUBMISSION OF BID**

The Technical and Financial bid should be kept in two separate sealed envelopes clearly mentioned as

"Part –I: Technical Bid for Appointment of Courier Service Agency"
"Part – II: Financial Bid for Appointment of Courier Service Agency"

Both the sealed envelopes to be put into another envelope and it should be super scribed as "Tender for Appointment of Courier Service Agency".

i) PART-I TECHNICAL PART (BID)

This part shall contain duly filled in technical bid as given in Annexure - I. Techno-commercial bid disclosing prices shall be summarily rejected. The envelope shall have following information clearly written on the outside of the envelope, failing which ICAI will assume no responsibility for the misplacement or premature opening of the bid:

"Part –I: Technical Bid for Appointment of Courier Service Agency"

The following information/documents shall be enclosed with the Technical bids:

a) Full particulars (whether Bidder is an individual or a partnership firm, or a company etc.) of the composition of the Bidder in detail should be submitted along with name(s) and address(es) of the partners, Partnership Deeds, copy of Articles of Association and Memorandum of Association, in case of a company /Power of Attorney/ any other relevant document.

b) Creditworthiness of the Tenderer and its turnover during the specified period- Audited Financial Statements of last 3 years shall be enclosed.

c) Name(s) & Address (es) of bankers of the Tenderer and their contact details.

d) D.D. of prescribed amount for Earnest Money as specified herein.

e) D.D. of prescribed amount for Tender Form as specified herein.

f) Attested Copy of the GST Registration Certificate.

g) Attested Copy of PAN No.

h) Complete tender document duly signed & sealed.

i) Information and the relevant documents with regard to Eligibility Conditions.

j) Any other relevant document, Bidder desires to submit.

ii) PART-II FINANCIAL BID

The envelope containing financial bid shall have the following information clearly written on outside of the envelope, failing which ICAI will assume no responsibility for the misplacement or premature opening of the bid:

"Part – II: "Financial Bid for Appointment of Courier Service Agency"

a) Financial Bid shall contain only the "Schedule of Rates" duly filled in and signed by the bidder.
b) No stipulation, deviation, terms & conditions, presumption, basis etc. shall be stipulated in financial bid. ICAI shall not take cognizance of any such statement and may at their discretion reject such bids.
c) Bidders are advised NOT to mention Rebate/Discount separately. In case bidder(s) intend to offer any Rebate/Discount, they should include the same in the item rate(s) itself under the "Schedule of Rates (SOR)" and indicate the discounted unit rate(s) only.
d) In case, it is observed that any of the bidder(s) has/have mentioned Discount/Rebate separately, the same shall not be considered for evaluation. However, in the event of the bidder emerging as the lowest bidder, the Discount/Rebate offered by the bidder shall be considered for Award of Work and the same shall be conclusive and binding on the bidder.

5. DATE, TIME & PLACE OF SUBMISSION

5.1 The sealed Bids are to be submitted on the business letterhead of the bidder duly stamped and signed and dated on each page. Details/supporting documents wherever applicable, if attached with the Bid should be duly authenticated by the bidder. No over writings shall be accepted unless authenticated with full signature of the bidder.

5.2 The separate sealed envelope duly super scribed **"Tender for Appointment of Courier Service Agency"** should be addressed to Acting Secretary, ICAI and sent at the address given below either by registered post/speed post / or may be dropped in the tender box placed near Security Control Room at Ground Floor of the Annexe Building of the Institute's Head office. The sealed quotations should reach us on or before 12 March 2019 by 4.00 P.M.

The Acting Secretary
The Institute of Chartered Accountants of India
ICAI Bhawan, I.P. Marg,
New Delhi – 110002.

5.3 Bids received after the stipulated date and time shall not be entertained. The ICAI shall not be liable for any postal delays whatsoever and Bids received after the stipulated time/date are liable to be rejected summarily without giving any reason.

5.4 In case of incomplete submissions, ICAI shall be under no obligation to give the bidder an opportunity to make good such deficiencies and ICAI may at its discretion treat such bids as incomplete and not consider for further evaluation.

6. BID OPENING AND EVALUATION

6.1 OPENING OF BID

The Technical bids shall be opened on the last date of submission (or if not possible on that day, at a later date which will be intimated accordingly) in the presence of the authorized representative of the tenderers who choose to be present. Financial part of only those bidders, whose bids are considered techno-commercially acceptable, shall be opened. Exact date and time shall be communicated through official website or e-mail address given in the bid document to the qualified bidders.

6.2 CLARIFICATION & ADDITIONAL INFORMATION

During evaluation, ICAI may request Bidder for any clarification on the bid, additional or outstanding documents. However, seeking clarification shall be on sole discretion of ICAI.

6.3 BID EVALUATION CRITERIA

6.3.1 Bid is the responsibility of Bidder and no relief or consideration can be given for errors and omissions made by the Bidder inadvertently or advertently. Bid with incomplete information is liable for rejection.

6.3.2 The techno-commercial part of Bid shall be evaluated as per Bid evaluation criteria.

6.3.3 Non-submission of details / documents as per Para (4.) above may lead to rejection of Bid.

6.3.4 Performance of Bidder on work executed / under execution shall be taken into consideration before selecting the Bidder for opening of his price bid.

6.4. DETERMINATION OF RESPONSIVENESS

Prior to the financial evaluation of Bids, ICAI shall determine whether each Bid is substantially responsive to the requirements of the Bidding document.

For the purpose of this clause, a substantially responsive bid is one, which conforms to all the terms and conditions and specifications of the bidding document without material deviation or reservation. A material deviation or reservation is one which affects in any substantial way the scope, quality, or performance of the works or which limits in any substantial way, inconsistent with the Tender document, ICAI's rights on contractor's obligation.

If a Bid is not substantially responsive to the requirements of the Bidding documents, it may be rejected by ICAI.

6.5 UNSOLICITED POST BIDDING MODIFICATIONS

6.5.1 Bidders are advised to quote strictly as per terms and conditions of the bidding document and not to stipulate any deviations / exceptions. Once quoted, the Bidder shall not make any subsequent changes, whether resulting or arising out of any technical / commercial clarifications sought on any deviations or exceptions mentioned in the Bid. Any proposal for price change is likely to render the Bid liable for rejection.

6.6 Any effort by Bidder to influence ICAI processing of Bid or award decisions may result in rejection of such Bids.

7.0 AWARD OF WORK

ICAI reserves the right to award the work to different tenderers. The work may be awarded separately to more than one bidder on the rates approved by the competent authority of the ICAI, to have better service options.

SECTION – II

ELIGIBILITY CRITERIA

This invitation to respond to the Tender is open to such qualified and reputed Agencies which are registered and have their registered office in India**.** Along with the General Eligibility criteria, bidder has to satisfy the following criteria:

(i) The Bidder shall have its registered office, preferably in Delhi and in case of firm / company having registered office in any other State/Union Territory; it must have its Branch office in Delhi.

(ii) The agency should be having experience of at least 10 years in the relevant field and must be doing such services for various reputed organizations/ Departments of Government of India/ Public Sector Undertakings /statutory bodies/ MNCs/Public Sector Banks or Local Bodies/ Municipalities and must have executed or have a running single work order/contract value more than Rs 75 Lakhs, in each of the last three financial years. The details of names and address of such organizations along with the value of contract to be provided as part of Technical Bid. Supporting documents should be provided for the same.

(iii) The Bidder should have annual turnover of Rs 5 Crores during each of the last three financial years i.e. 2015-16, 2016-17 & 2017-18. Copies of the P&L Account and Balance Sheet duly certified by the Chartered Accountant must be enclosed with the Tender document.

(iv) There should be no case pending with the police against the Proprietor/ Firm/ Partner or the Company (Agency).

1. The details of inputs / information required to be submitted by the agency is as per the **Annexure-2**.

2. The details of current /previous clients are to be submitted as per the following format:

   a. Details of Major Current clients

   (i) Name of the company /organization /office
   (ii) Contact person with telephone number and Email IDs
   (iii) Contract Period
   (iv) Copy of contract/agreement/experience certificate to be enclosed

   b. Details of Major Previous clients

   (i) Name of the company /organization /office
   (ii) Contact person with telephone number and Email IDs
   (iii) Contract Period
   (iv) Copy of contract/agreement/experience certificate to be enclosed

SECTION – III
Scope of Work

The Scope of Work shall include as under:

(i) The Agency shall have to collect the outward mails/ letters/ packets/ parcels etc from the ICAI's offices at Delhi and Noida (addresses of pick up points mentioned in the summary) daily as per its requirements with their own arrangement of staff/labour and vehicle for transportation, loading and unloading.

(ii) The Agency shall have to accept the business of local parcels also (Delhi & NCR).

(iii) The Agency should be well equipped to pick up any number of documents to be presented/ handed over in one consignment.

(iv) The Agency shall be required to furnish receipt of the outward mails/letters/parcels collected and a copy of Airway bill/Consignment note to be issued.

(v) The Agency will arrange to deliver the letters/parcels within 24 working hours in NCR and all Metro cities which are connected by air; within 48 working hours for other cities/towns and within 96 hours in smaller places/remote stations. In case of International mail/parcels same should be within 4 working days within SAARC countries and for other places the Agency may indicate the delivery schedules.

(vi) The Agency shall ensure that all the letters/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.

(vii) The Agency 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 Agency will write themselves.

(viii) The representative of the Agency should extend courteous service befitting to ICAI, a Premier Accounting Body in the country and in no circumstances will behave unmannerly with the addressees.

(ix) The Agency 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.

(x) The losses sustained to ICAI or the Addressee in consequence of breach of duty as envisaged in para (viii) above will be recoverable from the Agency as per the estimation in terms of money value by ICAI and the decision of ICAI in this regard will be final and binding on the Agency.

(xi) The Agency shall maintain the highest standard of ethics during the execution of contract.

(xii) The Agency shall have their representatives accessible either by person or by phone during or after office hours and if called for to attend the work related to pick up of the dak.

(xiii) The Agency shall return the undelivered letters/parcels etc within 10 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 Agency before returning the undelivered letter to the ICAI. If undelivered letters are returned to the ICAI after the allowable period of 10 days, same will be treated as not being handed over/ picked up by the Agency (in other words no payment will be made in this regard).

(xiv) The Agency 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.

SECTION – IV
GENERAL CONDITIONS OF CONTRACT (GCC)

1. EARNEST MONEY AND PERFORMANCE SECURITY AMOUNT

1.1 Each Bidder shall furnish earnest money of Rs. 1,20,000/- (Rupees One Lakh Twenty Thousand only) through a demand draft/ pay order drawn in favour of "Secretary, The Institute of Chartered Accountants of India" payable at Delhi. **EMD is to be submitted by all bidders including those who are registered under MSME**. The earnest money shall be released to the unsuccessful Bidders without any interest thereon after finalisation of tender process.

1.2 The EMD of the successful Bidder shall be converted into performance guarantee/ security deposit and shall be retained for the entire period of contract. In addition to the above, additional performance guarantee/ security deposit equal to 10% of the contract value or Rs 5,00,000/- whichever is higher in the form of Bank Guarantee issued by a scheduled Bank in favour of Secretary, The Institute of Chartered Accountants of India Payable at New Delhi shall also be submitted within 7 days of the issue of Letter of Intent to cover any loss or damage caused to or suffered by the ICAI due to acts of commission and omission by the Bidder or any failure on the part of Bidder in fulfilment of terms and conditions of the contract.

1.3 The Bidder shall not be entitled to any claim or receive any interest on the amount of performance guarantee/security deposit.

1.4 The EMD shall be forfeited to ICAI in case:

a. if the tenderer withdraws their offer during the period of tender validity.
b. if after submission of quotation the tenderer fails to honour the contract or refuses to comply with any or all terms and conditions of the tender.

2. AMENDMENTS/CORRECTIONS

2.1 The Tender form should be filled in English and legible entries to be made by hand/typed. Any Bid in which there is overwriting or erasure is liable to be rejected. All corrections should be attested with Bidder's dated initials as many times as the corrections occur. Bids which propose any alteration in the work specified in the said form of invitation to Tender or in the time allowed for carrying out the work or which contains any condition of any kind shall be rejected.

2.2 Each page of the Tender Documents shall be signed by the person or persons submitting the Tender in token of his/their having acquainted himself/themselves with the Instructions to Bidders, General Conditions of Contract, Specifications, Eligibility Criteria, Scope of Work etc. as laid down. Any Bid with any of the documents not so signed shall be rejected.

3. No alteration which is made by the Bidder in the Notice of the Tender, instructions to the Bidder, the Contract form, the conditions of the Contract, the specifications and quantities accompanying the same shall be recognized. If any such alterations are made or any special conditions are attached, the Bid is liable to the rejected.

4. ICAI'S RIGHT TO ACCEPT OR REJECT A BID

4.1 ICAI reserves the right to accept a Bid other than the lowest and to accept or reject any Bid in whole or part, or to annul the bidding process or to reject all Bids with or without notice or reasons. ICAI shall bear no liability whatsoever consequent upon such decisions. Conditional tenders shall be rejected.

4.2 ICAI shall not be obliged to furnish any information / clarification / explanation to the unsuccessful Bidders as regards non acceptance of their Bids. Except for refund of EMD to unsuccessful Bidders, ICAI shall not correspond with the unsuccessful Bidders.

5. AWARDING OF WORK

5.1 ICAI reserves the right to sub-divide the work mentioned in the Tender, among two or more Bidders at its own discretion and the Bidders shall have to execute the orders for part of the work placed with them at the rates approved by the competent authority of ICAI. ICAI also reserves the right to increase or decrease the quantities after the order is placed and the Bidder shall execute the same without claiming anything extra for the same.

The successful Bidder shall have to enter into an Agreement on the prescribed form on a non -judicial Stamp Paper of Rs. 100/- and furnish Performance Security within 7 days from the date of issue of Letter of Intent and in case of failure to do so, the ICAI shall have right to terminate the arrangement and forfeit the Earnest Money Deposit.

6. MODIFICATION IN SCOPE OF WORK

ICAI may, at any time, during the period of the contract may increase/decrease the scope of work, without creating any liability of ICAI for compensation on any grounds, whatsoever due to this change. In such a case, the Agency shall perform the service in the increased/decreased quantity at the same contract rates within the time stipulated.

7. ASSIGNMENT OR SUB-LETTING OF THE CONTRACT

No part of the Contract shall be sub-let or assigned without the prior written permission of ICAI nor shall any transfer be made by power of attorney authorizing others to receive payments on behalf of the Bidder. Such consent even if provided shall not relieve the Agency from any liability or any obligation under the contract.

8. SCHEDULE OF RATES

8.1 The rates for various items should be quoted in the format as given in Commercial Bid only. The rates should be inclusive of cost of all items from picking up the consignment from the ICAI's offices to delivery at desired addresses and all taxes related to the above mentioned scope of work but excluding GST which will be payable as per prevailing rate.

8.2 No separate packing charge for transportation or other charges will be paid. The quoted rate should include such charges.

8.3 Quoted rates should be free from pre-conditions regarding payments etc, otherwise offers are liable to be rejected.

8.4 Tenderers are advised not to indicate any separate discount. Discount, if any should be merged with the quoted prices. Discount of any type, indicated separately will not be taken into account for evaluation purpose. However, in

the event of such an offer without considering discount, if found to be lowest ICAI shall avail such discount at the time of award of the contract.

8.5 There will be no escalation in the price during entire contract period. However, during finalization of order, ICAI reserves the right to negotiate with the successful bidders in case there is any decrease in market price of the similar services or on account of reduction in excise duty or other levies as per the policy of Govt.

8.6 Benefit of any decrease in taxes/duties shall be passed on to the ICAI by the Agency.

9. PAYMENT

The bills in the format given as Annexure-IV and complete in all respect including Proof Of Delivery (POD) duly signed and stamped by the recipient in the challans and other related documents should be presented to ICAI on monthly basis and payment of the bills will be made after scrutinizing and verifying the bills within a period of twenty one days from the date of receipt of the bill. TDS will be deducted as per the prevailing rate. For submission of monthly bills at least 90% PODs of the total letters/ packets delivered are required to be enclosed along with the bill. The bills should be submitted in triplicate. No Advance Payments shall be made.

10. TERM

The Contract will be valid for a period of one year initially. However, the parties, if so desire, may extend/renew the contract on mutually agreed terms and conditions.

11. TERMINATION OF CONTRACT

The Agency shall provide the services as per the Scope of Work and delivery schedule as described in the Tender Document.

In addition to any other rights or remedy available to ICAI, the ICAI may terminate the contract, at its option in whole or part in case of any of the following violations by the Contractor :-

11.1 The Agency refuses to provide services which the Agency is required to render under the Contract, or refuse to render the same within the time or in the manner or otherwise according to the Contract;

11.2 The Services provided by the Agency are unsatisfactory or failure of the Agency to meet the time Schedules;

11.3 The Agency becomes incapable of or unable to perform the Contract; death of Contractor or dissolution of Firm/Company or commencement of liquidation or winding up proceedings or appointment of a Receiver or insolvency of the Agency;

11.4 The Agency assigns or sub-lets the work under the contract without the prior written permission from the ICAI;

11.5 If, at any time, it is found that any of the information/document provided by the Agency is false;

In all the above cases, the contract shall be terminated by giving 15 days prior written notice to the Agency and Performance Security Deposit submitted by the Agency shall be forfeited. However, the termination notice may be revoked provided the Agency rectifies the drawbacks/defaults within notice period to the satisfaction of the ICAI. No consequential damages shall be payable to the Agency in the event of such termination.

11.6 Notwithstanding anything contained herein above, either party may terminate the contract by giving 30 days prior written notice to the other without assigning any reason.

12. INDEMNITY

The Agency shall at all times indemnify the ICAI and shall keep it indemnified from and against any claim, loss, damage, action, proceedings, costs, charges and expenses that may be suffered or incurred by the ICAI on account of any misrepresentation or material breach of any representation made by the Agency or the terms and conditions herein contained or on account of any default or breach or violation or non-observance or non-performance of any applicable law, statute, rule, regulation, directive or guidelines by Agency or any of its employees or representatives or agents in relation to the contract and attributable to Agency.

13. ARBITRATION

That in the event of any question, dispute or differences arising out of or in connection with any of the terms and conditions of the Tender or Agreement arising thereunder, in the first instance, the parties hereto shall try to resolve the same by mutual consultation, failing which the same shall be referred to the sole arbitrator to be appointed mutually by the parties. The Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings. Arbitration proceedings shall be held at Delhi and the language of the arbitration proceeding shall be in English. The arbitral award shall be final and binding upon both the parties. All arbitration awards shall be in writing and shall state the reasons therefor.

14. JURISDICTION

Subject to the arbitration agreement contained herein above, any dispute between the parties arising out of or in connection with the contract shall be subject to the exclusive jurisdiction of the Courts at Delhi only.

15. STATUTORY COMPLIANCE

15.1 The Agency shall be responsible for complying with all the applicable laws/bye laws/regulations in force from time to time and shall bear all statutory liabilities with respect to the workers/personnel engaged by it for performance of the Contract. The Contractor shall also obtain all necessary permissions/ certificates/ NOCs for execution of the work on behalf of ICAI from the statutory/Government bodies.

15.2 Any liability regarding payment to the workers, or arising due to non- compliance with any of the labour laws or due to any human loss/injury during the course of work will be the sole and personal responsibility of the Agency.

15.3 The Agency shall be fully responsible and answerable to the ICAI for performance of the obligations entrusted to them under the contract and also liable for any commission/ omission by the employers/ representatives deployed by the Agency.

15.4 The Agency shall exercise due care and caution while transporting the consignments to avoid any damage or loss at any stage. The Agency shall be responsible for the safety of the consignment in their custody. ICAI shall be at liberty

to recover all the damages or any payable amount from the Agency's monthly bills, if the Agency fails in taking care of the consignment in its custody.

15.5 All the material shall be deemed to be in the possession of the Agency and in its care and custody, at its risk and responsibility from the moment they have been handed over to and accepted in writing by the Agency or its representative at the pick up point and till such time they are delivered to the addressees under proper acknowledgement. The Agency shall be responsible for any mishap, accident en-route, the consequences thereof including legal compensations, if any, and payable during the execution of the contract. The ICAI shall not be in any way responsible for any accident or damages incurred or claims arising therefrom during the period of the contract.

15.6 The Agency shall pay all levies, fees, taxes and charges including inter state permits if any to appropriate authorities / other bodies as required by them under the rules for vehicles, employees or workers engaged by them. These charges shall be borne by the Agency. If any amount in this regard is paid by the ICAI, same will be deducted/ recovered from the bill of the Agency. If any tax related to octroi or state entry tax is paid by the Agency, same will be reimbursed on submission of the receipt/ documentary evidence.

15.7 The Agency would register himself with the GST authorities and pay the GST and applicable cess on regular basis. The proof of deposit of GST is to be submitted along with the next bill (proof of the GST paid in the 1st running bill will be submitted in the 2nd running bill).

16 LIQUIDATED DAMAGES

The timely and accurate delivery of the letters/articles/packets/ documents etc. with utmost promptness is the essence of this contract. Extension of time limit of the delivery of the packets/articles/ documents beyond the agreed delivery schedule will not be given except in exceptional circumstances. In case of delay in delivery beyond the agreed delivery schedule, penalty at the rate of 20% of the value for each day of delay or part thereof, subject to maximum 100% of total value of delivery rate. Quantum of liquidated damages assessed and levied by the ICAI shall be final and not challengeable by the Agency.

The losses to the ICAI which are directly attributable to the agency shall be deducted from the bills /adjusted from the performance guarantee.

17. FORCE MAJEURE

In the event of the Agency being rendered unable by force majeure to perform any obligation required to be performed under the Contract, the relative obligations of the Agency by such force majeure shall upon notification to the ICAI be suspended for the period during which such cause lasts. The cost and loss sustained by the force majeure condition(s) shall be borne by the Agency.

The term 'Force Majeure' as employed herein shall mean acts of God, like fire, earthquake, flood, sabotage, and other irresistible cause like war, revolt, riot which are beyond the control of the Agency. However, strike, lockout & other labour unrest will not constitute 'force majeure' for the purpose of this contract.

Upon the occurrence of such cause(s) and upon its termination, the Agency shall notify the ICAI in writing immediately but not later than 72 (Seventy-two) hours of the alleged beginning and ending thereof giving full particulars and satisfactory evidence in support of its claim. Time for performance of the relative obligation(s) suspended by the force majeure shall stand extended by the period during which such cause lasts.

If delivery of the items/rendering of services is suspended by force majeure conditions applicable to the Contractor for an aggregate period of more than 15 days, the ICAI shall have the option of terminating the contract in whole or in part or re-negotiate the contract provisions.

ANNEXURE - I

TECHNICAL BID

TENDER FOR APPOINTMENT OF COURIER SERVICE AGENCY

(Note: Tenderer must read the enclosed Terms and Conditions before filling up the particulars in this form)

INFORMATION ABOUT THE TENDERER TO BE SUBMITTED ALONG WITH THE TENDER:

S. No.	**Items**	**Information /inputs to be filled by the tenderer (if required separate sheets may be enclosed)**
1.	**Name and address of the agency**, telephone number, fax, mobile number, email address	
2.	**Type of organization** (Whether proprietorship, partnership, private limited, limited company)	
3.	**Name and address** of the directors/ proprietor /partners	
4.	Year of formation of the company/ experience as a travel agency	
5.	**Nature of business** carried by the Company	
6.	**Branches** in other cities in India and abroad and contact details	

7.	Any **sister concerns** and their Address	
8	**Details of registration/ membership/ trade license**	
9.	**Banker's name and address** (Bank solvency certificate to be attached)	
10.	Total number of **employees** of the Firm	
11.	24 hour **helpline numbers & details of dedicated customer support**	
12.	Bar coded AWB	
13.	Online Software for tracking end to end delivery of documents.	
14.	Income tax return for the last three financial years	
15.	Turnover of the courier agency during last three financial years 2015-16 2016-17 2017-18	
16.	Web tracking facility for tracing consignments	
17.	(a) GST number/ certificate (b) PAN number	
18.	Change of the firm name at any time. If so, when and reason thereof	
19.	Infrastructure details	

20.	Dispute, if any	

Undertaking:

I hereby certify that all the information furnished above are true to my knowledge. I have no objection to ICAI verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I also certify that, I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Signature of the authorized signatory of the agency

Official seal/ stamp

Date:

Place:

Annexure II

LIST OF REGIONAL COUNCILS, BRANCHES AND CHAPTERS ABROAD OF THE ICAI WITH ADDRESSES

A. OTHER OFFICES AT HEAD OFFICE

1. The Institute of Chartered Accountants of India
   ICAI Bhawan
   I. P. Marg
   New Delhi – 110002

2. The Institute of Chartered Accountants of India
   ICAI Bhawan
   A-29, Sector-62
   Noida
   Dist. Gautam Budh Nagar
   U. P.

3. The Institute of Chartered Accountants of India
   52-54, Institutional Area
   Vishwas Nagar
   Shahdara
   Delhi – 110 032

B. REGIONAL COUNCILS (5)

1. Western India Regional Council of the Institute of Chartered Accountants of India,
   'Anveshak' 27 Cuffe Parade,
   Colaba, P B. No.6081,
   MUMBAI- 400 005

2. Southern India Regional Council of the Institute of Chartered Accountants of India,
   122, Mahatma Gandhi Road,
   Nungambakkam
   Chennai - 600034

3. Eastern India Regional Council of the Institute of Chartered Accountants of India
   7, Anandilal Poddar Sarani,
   Kolkata - 700 071

4. Central India Regional Council of the Institute of Chartered Accountants of India, 16/77B, Civil Lines,
   KANPUR - 208 001

5. Northern India Regional Council of The Institute of Chartered Accountants of India,
   5th floor, Annexe Building,
   Indraprastha Marg,
   New Delhi – 110 002

C. LIST OF BRANCHES

WIRC – BRANCHES

S.	Name, Address, Mobile & E-mail Id	S. No.	Name, Address, Mobile & E-mail Id

No.			
1.	The Chairman, Ahmedabad Branch of WIRC of the Institute of Chartered Accountants of India, "ICAI Bhawan" 123, Sardar Patel Colony, Nr. Usmanpura Underbridge, Naranpura, Ahmedabad – 380 014. Ph. 079-39893989, 2768 0537, 2768 0946 ahmedabad@icai.org	2.	The Chairman, Ahmednagar Branch of WIRC of the Institute of Chartered Accountants of India, ICAI Bhawan, Opp. Nakshatra Lawns Burudgaon Road Ahmednagar – 414 001 Ph: (241) 2324761 ahmednagar@icai.org
3.	The Chairman, Akola Branch of WIRC of the Institute of Chartered Accountants of India, ICAI BHAVAN, Toshniwal Layout, Murtizapur Road, Akola - 444 001 (M.S.) Ph. 0724- 2455927, 2455928 akola@icai.org	4.	The Chairman, Anand Branch of WIRC of the Institute of Chartered Accountants of India, 3rd floor, Paris Tower, Near Sardargunj Bank, Sardar Gunj, Anand - 388 001 Ph: (2692) 267080 anand@icai.org
5.	The Chairman, Amravati Branch of WIRC of the Institute of Chartered Accountants of India, ICAI Bhawan, Plot No 51, Sai Regency, Near Saturna Industrial Estate, Amravati-444607 (Maharashtra) (721) 2673054, 2677584 amravati@icai.org	6.	The Chairman, Aurangabad Branch of WIRC of the Institute of Chartered Accountants of India, ICAI Bhawan Gute No – 72, Near IT College, Satara Parisar, Beed By-Pass Road, Aurangabad – 431005 aurangabad@icai.org 919970588885 / 919960588885
7.	The Chairman, Baroda Branch of WIRC of the Institute of Chartered Accountants of India, ICAI Bhawan Kalali – Tandalja Road Atladra,Baroda - 390 012 (Gujarat) Ph: (265) **2680593** baroda@icai.org	8.	The Chairman, Bharuch Branch of WIRC of The Institute of Chartered Accountants of India ICAI Bhawan, Plot No. 151/11/B, Phase-II, Behind ABC Bearing, Near Gol Institute,GIDC, Bharuch – 392015 (Gujarat) Ph. 02642-246224 bharuch@icai.org
9.	The Chairman Bhavnagar Branch of WIRC of the Institute of Chartered Accountants of India, J N M & Associates CA 208, Suncorporate	10.	The Chairman, Dhule Branch of WIRC of the Institute of Chartered Accountants of India, 1755/56 , Lane No.2, Opp. Jain Sthanak

	Madhavdarshan, Waghawadi Road, Bhavnagar-364 001, (Gujarat) Ph.:97250 54990 bhavnagar@icai.org		Dhule-424 001(MS) Phone No.02562- 232199 dhule@icai.org
11.	The Chairman, Gandhidham Branch of WIRC of the Institute of Chartered Accountants of India, "Banke Bihari", Plot No. 575, Ward 12 (C), office No.205, Sai Kirpa Complex, Pollice Station road, Gandhidham-370201 02836-234080, gandhidham@icai.org	12.	The Chairman, Goa Branch of WIRC of the Institute of Chartered Accountants of India, 201/202, 2nd Floor, Kamat Towers,Palto Plaza, Panjim, Goa - 403 00l 832-2438516/ 6642216 goa@icai.org
13.	The Chairman, Ichalkaranji Branch of WIRC of the Institute of Chartered Accountants of India BHARADIA & CO, 12/833 KRISHNA KUNJ, TILAKNAGAR, DIST-KOLHAPUR, ICHALKARANJI-416115 Ph. No. 9422412358	14.	The Chairman, Jalgaon Branch of WIRC of the Institute of Chartered Accountants of India, "ICAI Bhavan" Plot No.10,Gajanan Colony,Near LIC Colony, Ring Road, Jalgaon 0257-2224305,2232213 jalgaon@icai.org
15.	The Chairman, Jamnagar Branch of WIRC of the Institute of Chartered Accountants of India, 305, 306, 313 & 314 Mayur Complex, K Colony, Aerodrome Road, Jamnagar 361 006 Ph: (288) 2713333 jamnagar@icai.org	16.	The Chairman, Kolhapur Branch of WIRC of the Institute of Chartered Accountants of India, 321/1, 3rd,4th,5th Floor, The Square Dabholkar Corner, Baker Lane, New Shahupuri, Kolhapur - 416001 Ph: (231) 2665856 Telefax : 0231- 2665856, kolhapur@icai.org
17.	The Chairman, Kalyan Dombivli Branch of WIRC of the Institute of Chartered Accountants of India, Unit No 3, 1st floor sharad complex, near archies gallery, Oak bag, station Rd, kalyan west- 421301 Phone: 82917-18321/88286-14381 Kalyandombivli@icai.org	18.	The Chairman, Latur Branch of WIRC of the Institute of Chartered Accountants of India, Beside at Home, Daya Ram Road Near Regal Talkies Latur-413512 Phone: 02382-254200 latur@icai.org
19.	The Chairman, Nagpur Branch of WIRC of the Institute of Chartered Accountants of India,	20.	The Chairman Nashik Branch of WIRC of the Institute of Chartered Accountants of India,

	ICAI BHAWAN 20/1, Behind Vijayanand Society, Dhantoli, Nagpur - 440 012 (712) 2443968, 2441196 nagpur@icai.org		"ICAI Bhawan", Ashoka Marg, Pakhal Road, Near Ashoka School, Wadala Shivar, Nashik – 422 006 Maharashtra nashik@icai.org 0253-2236107/2236012 nashik@icai.org
21	The Chairman, Navi Mumbai Branch of WIRC of the Institute of Chartered Accountants of India, ICAI Bhawan, Rainbow Apartment F-2/C-3, 2nd Floor,Sector – 10, Near Vjya Bank,Vashi, Navi Mumbai – 400 703 Ph : 022-27668166 navimumbai@icai.org	22	The Chairman, Nanded Branch of WIRC of the Institute of Chartered Accountants of India, 2nd Floor, Malpani Building, Opp. Collector Office, Vazirabad Nanded – 431601 (MS) 09823120555/09270126411 nanded@icai.org
23.	The Chairman, Navsari Branch of WIRC of the Institute of Chartered Accountants of India, 101, Harekrishna Complex, Above IDBI Bank, Near Prajapati Ashram, Library, Navsari - 396 445. (Gujarat) Ph: 02637-259026 navsari@icai.in	24.	The Chairman, Pimpri - Chinchwad Branch of WIRC of the Institute of Chartered Accountants of India, "ICAI BHAWAN" Plot No. – 17/8 A. At Nigdi,Bhakti Shakti Chowk,Transportnagar, Pimpri Chinchwad (Pune)– 411 044 Ph - 9503111836 pimpri.chinchwad@icai. org
25.	The Chairman Pune Branch of WIRC of the Institute of Chartered Accountants of India, ICAI Bhawan, Plot No.8, Parshwanath Nagar, CTS No. 333, Sr. No. 573, Munjeri, Opp. Kale Hospitale, Near Mahavir Farniture, Bibawewadi, Pune 411 037 020-24212250/51/52 020-32335306 admin@puneicai.org	26.	The Chairman, Rajkot Branch of WIRC of the Institute of Chartered Accountants of India, ICAI BHAWAN Near Raiya Circle, Off 150 Feet Ring Road, Giriraj Nagar Main Road Rajkot - 360 005 Ph. No: 0281 2582412/13 rajkot@icai.org

27.	The Chairman, Ratnagiri Branch of WIRC of The Institute of Chartered Accountants of India, Matrusmruti" Near Damale School, Joglekar Colony,Nachane Road, Ratnagiri-415639(M.S.) Mail : ratnagiri@icai.org	28.	The Chairman, Sangli Branch of WIRC of the Institute of Chartered Accountants of India, C.S. No.214, Anand Vilas Apartment, Block No.9-10, 2nd Floor, Opp. State Bank of India, (South Shivaji Nagar Branch) Sangli- 416 416 Ph: (233) 2328230 sangli@icai.org
29.	The Chairman, Solapur Branch of WIRC of the Institute of Chartered Accountants of India, Rajnigandha Apartment Ist Floor, Behind Hotel Yatiraj Modi, Solapur– 413 001 Ph: (217) 2311287 solapur@icai.org	30.	The Chairman, Surat Branch of WIRC of the Institute of Chartered Accountants of India ICAI Bhawan, 2nd Floor,Saifee Building, Dayalji Baug Road (Dutch Garden Road),Nanpura, Surat - 395 001 (Gujarat) Ph: 0261- 2472932, 2464413 surat@icai.org
31.	The Chairman, Satara Branch of WIRC of the Institute of Chartered Accountants of India, 311/19, Ravivaibhav Building, Near Vimal City, Radhika Road, Satara, 415002. Phone: 9922680000 satara@icai.org	32.	The Chairman, Thane Branch of WIRC of the Institute of Chartered Accountants of India, A-4, Laxmi Mahal, Second Floor, LBS Marg, Chandanwadi Naka, Thane (W) – 400 602 022 25382456 / 9221086094 thane@icai.org
33.	The Chairman, Vasai Branch of WIRC of the Institute of Chartered Accountants of India, Vasai Branch Premises, Maxus Mall, B - Wing, 7th Floor, Above Maxus Banquet Hall, Opp. Temba Hospital, Temba Road, Bhayander (West), Thane- 401 101 022- 65568900/65568901. vasaibranch@gmail.com	34.	The Chairman, Vapi Branch Of Wirc Of The Institute Of Chartered Accountant Of India, 3rd Floor, Yamuna Complex, Near Gokul Vihar Township Selvas Road, Vapi -39619 Phone:0260-2468232 vapi@icai.org
35	Bhuj Branch of WIRC of the Institute of Chartered Accountant of India, 311, 3rd floor, balram complex, Near ICICI bank, station road, BHUJ, Kutch. 370001		

	bhujbranch.wirc@gmail. com		

SIRC – BRANCHES

S. No.	Name, Address, Mobile & E-mail Id	S. No.	Name, Address, Mobile & E-mail Id
1.	The Chairman, Alleppey Branch of SIRC of the Institute of Chartered Accountants of India, ICAI BHAWAN ICAI Lane Athithara Temple Road Pazhaveedu .P.O Alleppey-688009 0477-2261458 alleppey@icai.org	2	The Chairman Anantapur Branch of SIRC of the Institute of Chartered Accountants of India, S.No. 433/1, Plot No. 14 Sree Manjunatha Nilayamj, Opp. JNTU Electrical Substation, JNTU Road, Anantapur-515002 anantapur@icai.org
3.	The Chairman, Bangalore Branch of SIRC of the Institute of Chartered Accountants of India, ICAI BHAWAN No. 16/0, Millers Tank Bed Area, Bangalore – 560 052 80-22252547 bangalore@icai.org	4.	The Chairman, Belgaum Branch of SIRC of the Institute of Chartered Accountants of India, ICAI BHAWAN Swaroop Plaza, IInd Floor, Sukrawar Peth, Tilakwadi, Belgaum - 590 006 831-2425018 belgaum@icai.org
5.	The Chairman, Bellary Branch of SIRC of the Institute of Chartered Accountants of India, ICAI Bhawan Raghuvindra Colony, 2nd Stage Ayyappa Swami Temple Road, Opp. Overhead watertank Bellary – 583 101 Ph: 08392 260523 / 260622 bellary@icai.org	6.	The Chairman, Calicut Branch of SIRC of the Institute of Chartered Accountants of India, ICAI BHAWAN Cherootty Nagar, Eranhipalam P.O, Kozhikode – 673 006 Ph: 0495 2770124, 2771008 calicut@icai.org
7.	The Chairman, Coimbatore Branch of SIRC of the Institute of Chartered Accountants of India, ICAI Bhawan, 44,45 Opp. Union Bank of Thudiyalur. COIMBATORE – 641034 0422 – 4270056 / 4270058 coimbatore@icai.org	8.	The Chairman, Ernakulam Branch of SIRC of the Institute of Chartered Accountants of India, ICAI BHAWAN 57/3146, Dewan's Road, Ernakulam, Kochi – 682 016 484-2396238/2372953/2396258 ernakulam@icai.org
9.	The Chairman, Erode Branch of SIRC of	10.	The Chairman, Guntur Branch of SIRC of

	the Institute of Chartered Accountants of India, ICAI BHAWAN No. 122/A, Pushpa Nagar, Perundurai Road, Thindal Post, Erode – 638 009 Ph : 0424 2430776 erode@icai.org		the Institute of Chartered Accountants of India, ICAI BHAWAN D.No.25-17-123, 11th Lane, (60ft. Road), Srinivasaraothota, Guntur – 522 004 863-2218915 guntur@icai.org
11.	The Chairman, Hubli Branch of SIRC of the Institute of Chartered Accountants of India, ICAI BHAWAN Madhura Chetna Colony Keshwapur, Kusugal Road, Hubli – 580 023 836-2288337 hubli@icai.org	12.	The Chairman, Hyderabad Branch of SIRC of the Institute of Chartered Accountants of India, ICAI BHAWAN 11-5-398/C, Red Hills, Hyderabad – 500 004 40-23317026-28/23393182 hyderabad@icai.org
13	The Chairman, Kadapa Branch of SIRC of the Institute of Chartered Accountants of India D.No. C-01-552, rajiv marg, Gandhi nagar Kadapa-516004 08562-257476 9652174391 kadapa@icai.org	14.	The Chairman, Kakinada Branch of SIRC of the Institute of Chartered Accountants of India, "ICAI BHAWAN" Door No.70-10-7/A, Beside Satya Bhaskar Public School, Near Naga Mallithotta Junction, NFCL Road Kakinada - 533 003 East Godavari District 0884- 2364402, 2364404 kakinada@icai.org
15.	The Chairman Kannur Branch of SIRC of the Institute of Chartered Accountants of India, Bridge Centre, Fort Road KANNUR – 670001 497-2766555/2970345 kannur@icai.org	16	The Chairman, Karimnagar Branch of SIRC of the Institute of Chartered Accountants of India, H.No.2-10-1068, First Floor, Shiva Theatre Complex, Jyothinagar, Karimnagar-505001. (A.P.) karimnagar@icai.org 09912373737,09849059181 09848087040
17.	The Chairman, Kottayam Branch of SIRC of the Institute of Chartered Accountants of India, **ICAI BHAWAN** **Kolladu P.O.** **Kottayam – 686004** **Ph: (481) 2343057,** kottayam@icai.org	18.	The Chairman, Kumbakonam Branch of SIRC of the Institute of Chartered Accountants of India, ICAI BHAWAN No. 11/5, Pachayappa Street, Kumbakonam– 612 001 435-2425329 kumbakonam@icai.org

19.	The Chairman, Kurnool Branch of SIRC of the Institute of Chartered Accountants of India, Road No.4, Door no:- 45-142-2/A-1, 2nd floor, Venkata Ramana Colony, Kurnool-518004 (Andhra Pradesh) Ph.08518 - 241299 kurnool@icai.org	20.	The Chairman, Madurai Branch of SIRC of the Institute of Chartered Accountants of India, ICAI BHAWAN Old Natham Road, Opp. Balamandir School, Visalakshipuram, Madurai-625 014 452-2640968 madurai@icai.org
21.	The Chairman, Mangalore Branch of SIRC of the Institute of Chartered Accountants of India, 2nd floor, Mahendra Arcade, Kodial Bail, Mangalore – 575 003 824-2495722/4279104 mangalore@icai.org	22.	The Chairman, Mysore Branch of SIRC of the Institute of Chartered Accountants of India, ICAI BHAWAN CA-2, Bank Employees' Colony, Bogadi, Mysore – 570 006 Ph : 0821-2598000 mysore@icai.org
23.	The Chairman, Nellore Branch of SIRC of the Institute of Chartered Accountants of India, "ICAI Bhawan", NH 5,Near Swarna Toll Plaza,Opposite "Quba Engineering College, "Veddepalem Village, Venkatachalam Mandal Nellore District-524 320, (Andhra Pradesh) 861-2325955 nellore@icai.org	24	The Chairman Ongole Branch of SIRC of the Institute of Chartered Accountants of India, 6-212(3A), 2nd Floor, Ushodaya Complex, Upstairs of SBI Regional Office, Kurnool Road, Ongole - 523 002 (837) 4973 456 ongole@icai.org
25.	The Chairman, Palghat Branch of SIRC of the Institute of Chartered Accountants of India, ICAI BHAWAN 8/121/ (2), Indrani Nagar, Chunnambuthara, Palakkad - 678 012. 0491-2576450 palghat@icai.org; icaipgt@gmail.com	26.	The Chairman, Pondicherry Branch of SIRC of the Institute of Chartered Accountants of India, ICAI BHAWAN No. 8, Second Main Road, Ilango Nagar, Opp. Balaji Theatre, Puducherry - 605 011 413-4308081 pondicherry@icai.org
27.	The Chairman, Quilon Branch of SIRC of the Institute of Chartered Accountants of India, ICAI Bhawan, Pallithottam, Kollam - 691 006 474-2750583/2763506	28.	The Chairman, Rajamahendravaram Branch of SIRC of the Institute of Chartered Accountants of India, Door No. 29-2-3 Somina Building, Opp. SBI, Pushkaraghat Branch

	quilon@icai.org		Near Gokavaram Bus Stand Rajamahendravaram - 533 104 (A.P.). 883-2472488 rajamahendravaram@icai.org
29.	The Chairman, Salem Branch of the SIRC of the Institute of Chartered Accountants of India, "ICAI Bhawan", ICAI Street, No.65, Ramakrishna Road, Salem - 636007. Telephone No. 0427-4556148, E-mail : salem@icai.org	30.	The Chairman Sivakasi Branch of SIRC of the Institute of Chartered Accountants of India, 128, Velayutham Road, Near railway Station, Sivakasi - 626123 04562 - 221488 8695802468 sivakasi@icai.org
31	The Chairman, Tiruchirapalli Branch of SIRC of the Institute of Chartered Accountants of India, 24 SBI Officer Colony Lawsons Road, cantonment Tiruchirapalli – 620 001 431-2463166 tiruchirapalli@icai.org	32.	The Chairman, Tirunelveli Branch of SIRC of the Institute of Chartered Accountants of India, ICAI Bhawan, A-72, Fifth Cross Street, NGO A Colony. Tirunelveli - 627 007. Tamilnadu. 0462 - 2554959 & 2554969 tirunelveli@icai.org
33.	The Chairman, Tirupur Branch of SIRC of the Institute of Chartered Accountants of India, No. 46, Pethichettipuram, Ist Street, Rayapuram, TIRUPUR-641 601 0421 – 2202732 tirupur@icai.org	34.	The Chairman, Trichur Branch of SIRC of the Institute of Chartered Accountants of India, ICAI BHAWAN Alum Vettu Vazhi Chiyyaram Thrissur – 680 026 0487 2253400, 2253800 trichur@icai.org
35.	The Chairman, Trivandrum Branch of SIRC of the Institute of Chartered Accountants of India, ICAI BHAWAN P.B. No. 416, TC 41/401 Pound Road, Thycaud, Thiruvananthapuram –695014 471-2323789/2328590 trivandrum@icai.org	36.	The Chairman, Tirupati Branch of SIRC of the Institute of Chartered Accountants of India, 592, Bodhi Enclave, Balaji Colony, Tirupati-517502 877-2239857/2231308 tirupati@icai.org
37.	The Chairman, Tuticorin Branch of the SIRC of the Institute of Chartered Accountants	38.	The Chairman, Udupi Branch of SIRC of the Institute of Chartered Accountants

	of India, ICAI Bhawan, 4/26G/2, Athiparasakthi Nagar, Near SRRA Hospital, Opp. Ettayapuram Road, Tuticorin - 628 002 461-2347720/2345220 tuticorin@icai.org		of India, ICAI BHAWAN Sri Mahalasa Damodar Towers, Kunjibettu, Udupi – 576102 820-2536603 udupi@icai.org
39.	The Chairman, Vellore Branch of the SIRC of the Institute of Chartered Accountants of India, "ICAI Bhawan", # 16, Honnegar Street, (Behind Venus Theatre), Krishna Nagar, VELLORE - 632 001 Phone : (0416) 2232165 vellore@icai.org	40.	The Chairman, Vijayawada Branch of SIRC of the Institute of Chartered Accountants of India, ICAI Bhawan, Door No. 27-12-64, Alibaig Street, Governor Pet Vijayawada - 520 002 Ph. 0866- 2576666 vijayawada@icai.org jabranchofsircoficai@gmail. com
41.	The Chairman, Visakhapatnam Branch of SIRC of the Institute of Chartered Accountants of India ICAI BHAWAN D No. 9-36-22/2, Pithapuram Colony, Near Andhra Bank, Visakhapatnam - 530 003 891-2793196 visakhapatnam@icai.org	42.	Warangal Branch of SIRC of the Institute of Chartered Accountants of India, H. No. 14-1-124 Venu Rao Colony, M. G. Road, Warangal - 506 002 Ph: (870) 2441 888/ 88013 18888 warangal@icai.org,
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	Branches – EIRC (08)		
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15	The Chairman, Kurukshetra branch of NIRC of the Institute of Chartered Accountants of India SCO 22-23 1st floor sector 17,	16	The Chairman, Ludhiana Branch of NIRC of the Institute of Chartered Accountants of India, ICAI BHAWAN

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23.	Tanzania (Ras Al Khaimah) Chapter of ICAI	24.	UGANDA (KAMPALA) CHAPTER OF ICAI C/O THE INDIAN ASSOCIATION UGANDA PLOT NO. 10/12, NAKASERO LANE, P.O. BOX 21138, KAMPALA, UGANDA TEL: +256 414 340087 / FAX +256 414 340088 Website:**http://www.icaiug.org**
25.	Hong Kong Chapter of ICAI	26.	Japan (Tokyo) Chapter of ICAI
27.	Malaysia (Kuala Lumpur) Chapter of ICAI	28.	Thailand (Bangkok) Chapter of ICAI

29.	Brisbane Chapter of ICAI	30.	New Zealand (Auckland) Chapter of ICAI
31.	Netherlands (Amsterdam) Chapter of ICAI	32.	British Columbia Chapter of ICAI, Vancouver, 707-1050, Burrard Street, Sheraton Vancouver Wall Centre, Vancouver, B.C. Canada , V6Z 2S3 Ph. (1-778)-316-4156 Ph/Fax: (1-604) - 596-5212 Email: info@icaivancouver.com Website: www.icaivancouver.com
33.	US (San Francisco) Chapter of ICAI		

Annexure – III

BILL FORMAT (DOMESTIC SERVICES/ INTERNATIONAL SERVICES)
(BILL TO BE PRODUCED SEPARATELY FOR DOMESTIC AND INTERNATIONAL SERVICES)

For the month of _____

Department/ Committee _____

S. No.	Consignment details		Destination	Scheduled date of delivery	Actual date of delivery	Delay in delivery	Reason of delay	Weight	Price
	No.	Pick up date							

Summary of the bill

(a) Gross amount of the bill	-	Rs.
(b) Total No. of packets received	-	
(c) No. of PODs submitted	-	
(d) Whether minimum no. of PODs i.e. 90% of the total letters delivered submitted	-	Yes/ No
(e) Deduction for penalty for delay in delivery	-	Rs.
(f) Total payment (a-e)	-	Rs.
(g) Add – GST	-	Rs.
(h) Total payable amount	-	Rs.

PART - II
FINANCIAL BID

A. (i) The quoted rates should be inclusive of cost of all items from picking up the consignment from the ICAI's offices to delivery at desired addresses and all taxes related to the scope of work mentioned in the technical bid but excluding the GST which will be payable as per prevailing rate.

(ii) No separate packing charge for transportation or other charges will be paid. The quoted rate should include such charges.

(iii) Quoted rates should be free from pre-conditions regarding payments etc, otherwise offers are liable to be rejected.

(iv) Tenderers are advised not to indicate any separate discount. Discount, if any should be merged with the quoted prices. Discount of any type, indicated separately will not be taken into account for evaluation purpose. However, in the event of such an offer without considering discount, if found to be lowest ICAI shall avail such discount at the time of award of the contract.

(v) There will be no escalation in the price during entire contract period. However, during finalization of order, ICAI reserves the right to negotiate with the successful bidders in case there is any decrease in market price of the similar services or on account of reduction in excise duty or other levies as per the policy of Govt.

(vi) Benefit of any decrease in taxes/duties shall be passed on to the ICAI by the Agency.

B. **Rates – The agency shall give the rates for providing courier services to ICAI in the following format:**

(a) Rates for domestic sector:

S. No.	Particulars	Delhi & NCR	Delivery schedule	Metros and other cities directly connected with air	Delivery schedule	Others	Delivery schedule
(a)	Per letter / article up to 50 grms.						
(b)	Per letter / article from 51 to 100 grms.						
(c)	Per letter / article from 101 to 150 grms.						
(d)	Per letter / article from 151 to 250 grms.						
(e)	Per letter / article from 251 to 500 grms.						
(f)	Per letter/ article from 501 to 750 gms.						

(g)	Per letter/ article from 751 to 1000 gms.						
(h)	Above 1001 grms additional 500 grms and part thereof upto 5 kg						
(i)	Heavy Parcels etc beyond 5 Kg and up to 25 kg (Rate per kg to be given and payment will be made as per the actual weight only)						
(j)	Heavy parcel beyond 25 kg upto 50 kg (Rate per kg to be given and payment will be made as per actual weight)						
(k)	Heavy parcel beyond 50 kg (Rate per kg to be given and payment will be made as per actual weight)						

(b). **Rates for International Sector:**

S. No.	Particulars	SAARC countries	Delivery schedule	Rest of the World	Delivery schedule
1	Per letter / article up to 250 grms.				
2.	Per letter / article from 251 gms to 500 gms.				
3.	Per letter / article from 501 gms to 1000 gms				
4.	Per letter / article from 1001 gms upto 5000 gms				
5.	Per letter / article above 5000 gms (rate for additional 1 kg to be mentioned and payment will be made for actual weight only)				

(Note: In case of incomplete quotes the same shall be summarily rejected. However, in case of any other rate vendor wish to quote he may do so separately.)

Name of the Agency: Seal:

Place: Signature:

Date: Designation: