



## **TENDER NOTICE**

**Ref: ICMAI/BBSR/Supply of Vehicle/32162**

**Date: 02-12-2025**

For and on behalf of The Institute of Cost Accountants of India (ICMAI) –Bhubaneswar Chapter undersigned invites sealed tender for experienced of Tour and Travel Agency located at Bhubaneswar Chapter for providing vehicle hiring services for a period of one year.

Interested travel agencies at Bhubaneswar city pin code may quote their rate in a sealed envelope superscribing **“Quotation for Providing Car Services”** and may drop in the tender box at CMA Bhawan, A 122/2, Nilakanta Nagar, Nayapalli, Unit – 8, Bhubaneswar – 751012, Odisha latest by **5:00 PM on Date- 23.12.2025**

**The details of the tender are as under:**

1.	Type of work	Engagement of Tour and Travel Agency(s) for The ICMAI-Bhubaneswar Chapter for hiring of vehicles (passenger car)
2.	Date of Announcement of Tender	02-12.2025
3.	Last date for submission of Tender	Date- 23.12.2025 By Time 5:00 PM
4.	Tender Opening Date & Time	Date-23.12.2025 at Time -5:30 PM at CMA Bhawan, A122/2, Nayapalli, Nilakantha Nagar, Bhubaneswar-751012
5.	Address of Submission	The ICMAI-Bhubaneswar Chapter , CMA Bhawan, A122/2, Nayapalli, Nilakantha Nagar, Bhubaneswar-751012
6.	Mode of Submission of tender document	By hand or through post/courier, so as to reach before the due date and time. No tender documents shall be accepted though e mail or any other electronics mode.
7.	Contact Person for queries	Nihar Ranjan Swain Contact no-9861135560, Email:-cbc@icmai.in

  
**CHAIRMAN**



**ICMAI**  
**THE INSTITUTE OF**  
**COST ACCOUNTANTS OF INDIA**  
**भारतीय लागत लेखाकार संस्थान**  
Statutory Body under an Act of Parliament  
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**BHUBANESWAR CHAPTER**

CMA Bhawan, A122/2, Nayapalli.  
Nilakantha Nagar, Bhubaneswar-751012

Tel: 0674-2396622, 2395622, **Mob**-6370813308  
E-mail: [cbc@icmai.in](mailto:cbc@icmai.in), **Website**- [www.icmaibbsr.in](http://www.icmaibbsr.in)  
**Mob App**- ICMAI-BBSR

**1. INSTRUCTION TO BIDDERS**

- Bidders shall bear all costs associated with the preparation and submission of their bid documents.
- ICMAI- Bhubaneswar Chapter may ask clarifications if any, during the evaluation and the bidders are expected to respond. Lack of response from them will enable the ICMAI-Bhubaneswar Chapter to arrive at its own decision about such bids.
- ICMAI- Bhubaneswar Chapter may also engage more than one category of cab service provider for Regular works purposes, if feel necessary to avoid risk, inconvenience and on emergency.
- The ICMAI-Bhubaneswar Chapter may waive any minor non-conformity or irregularity in the bid, which does not constitute a material deviation, provided such waiver does not prejudice to affect the relative ranking of any Service Provider.
- The participating bidder has to submit the bid signed in the marked page or in all pages and sealed envelope.

**2. SCOPE OF WORK:**

- The bill/invoice shall be prepared by the Travel Agency and submitted to the Accounts Department of the ICMAI- Bhubaneswar Chapter along with duty slips for certification/verification and releasing the payment.
- The Travel Agency should provide new vehicles as far as possible. The vehicle should be cleaned with well behavior driver.

**3. ELIGIBILITY CRITERIA:**

- The Registered Office of the Travel Agency should be located Bhubaneswar City pin code only
- The agency should have adequate professionally trained manpower and cabs
- The agency should be having valid PAN/ GST/All applicable licenses.

**4. GENERAL TERMS AND CONDITIONS**

- ICMAI- Bhubaneswar Chapter reserves the right to terminate / curtail the contract at any time assigning any reason, if found non-satisfactory services.
- The Travel Agency shall provide only well maintained Cars, properly cleaned inside and outside and in good hygienic condition. The seat should be comfortable. The seats shall always be covered with neat and good quality seat covers. The Cars should not be dented/ damaged. No payment shall be made if the vehicle is found in dirty or shabby condition.
- The Cars should be insured comprehensively and must comply with pollution control norms applicable and as amended from time to time by the Central/ State Govt. authorities.
- The Cars supplied should be fitted with all modern features.
- Only such Taxi Operators may apply whose Taxies have been duly authorized by the concerned RTO for use as public transport.
- The Travel Agency should ensure that the drivers employed hold valid driving licensed, are well trained, well behaved, reasonably educated , android phone to locate place through Google Map and conversant with traffic rules / regulations and city roads / routes as well as security instructions.
- Each Car shall have commercial registration number.
- Each driver employed by the Service Provider must have a cell-phone duly activated.
- No reimbursement will be allowed for lunch / tea/snacks of the driver.
- The Agency should have an adequate number of telephones for contact round the clock and these may be conveyed to this office.
- The firm should have a provision to take bookings 24hours x 7days.
- Rates once finalized will be fixed at least for a period of One Year and used as base rate in case of upward / downward change in rates in fuel prices.
- Any overtime arising due to breakdown of vehicle supplied by Agency shall be on his account and shall not be charged to ICMAI-Bhubaneswar Chapter.
- Once the hiring of vehicles commences from a particular agency, the vehicles and drivers should not be changed unless so requested by the ICMAI-Bhubaneswar Chapter.



# ICMAI

## THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

भारतीय लागत लेखाकार संस्थान

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- The driver provided by the Agency should fulfill the following conditions:
  - ✓ Should be in possession of valid driving license issued by RTO.
  - ✓ Should not smoke; Chew Pan / Gutkha / Tobacco/Alcohol .
  - ✓ Should be conversant with the routes of important roads within Bhubaneswar other cities of Odisha.
  - ✓ Should not indulge in any activity harmful to the security of the Guests travelling in his car
  - ✓ The liability of the ICMAI-Bhubaneswar Chapter will be limited to the hiring charges agreed in the contract.
  - ✓ Driver should not ask money at any cases from the start to end of travel by the Guests.
- No additional terms & conditions over and above shall be entertained by the ICMAI-Bhubaneswar Chapter
- Actual parking charges / Toll charges will be payable along with the bills, only upon submission of the parking bills / toll receipts etc.
- The ICMAI-Bhubaneswar Chapter will also reserve the right to hire taxis from any other service provider of such services even during the period of contract.
- If the Agency after submission of bid and due acceptance of the same i.e. after the award of contract, fails to abide by the terms and conditions of these tender documents, or fails to complete his contract period or at any time repudiates the contract, the ICMAI-Bhubaneswar Chapter will have the right to delist the empanelment of the bidder.
- The ICMAI-Bhubaneswar Chapter may need additional number of vehicles on specific days. The Agency should be responsible to arrange for additional demand of vehicles by making necessary tie-ups at his end with other Taxi operators and such additional vehicles should be supplied at the contractual rates and conditions.
- The ICMAI-Bhubaneswar Chapter shall not be liable for any loss, damage, theft, accidental damage, burglary or robbery of any personal belongings, equipment, vehicles and the engaged personnel of the contracting Firm.
- Driver should make night halt as per requirement without any hesitation if required
- In case of Night Halt by the Driver, he has to stay on his own arrangement. However, ICMAI-Bhubaneswar Chapter may facilitate on humanitarian ground if feel necessary. No claims of Agency or Driver for accommodation will not be entertained by the ICMAI-Bhubaneswar Chapter.

#### 5. TERMS OF PAYMENT:

- Advance Payment, if any shall be made to the Travel Agency as per the decision of the Competent Authority of ICMAI- Bhubaneswar Chapter after judging its justifications and requirements.
- All payments shall be made on one-time basis, as the case may be against the bill duly supported by duty slips to be signed by user(s) or concerned authorized officer of this office.
- The term 'payment' mentioned in this para includes all types of payment due to the Travel Agency arising on account of this contract.
- Payments, subject to Tax Deduction at Source (TDS) shall be processed within maximum 90 days on the submission of the complete documents.
- If on any occasion, it is found that the driver of any vehicles has made wrong entries in the duty slips relating to time and kilometer, reading of start or closing of duty/ journey, the Travelling Agency shall be responsible for the same. The ICMAI- Bhubaneswar reserves the right to withhold full payment of the day in respect of such vehicle.
- Meter reading will be on Garage In – Garage Out basis and a separate rate shall be quoted for Airport Drop and Pick up.

#### 6. PENALTY CLAUSE:

- In the event of Travel Agency failing to execute the work i.e. supply of Taxis on hire basis at any time to the full satisfaction of the ICMAI- Bhubaneswar Chapter, the Competent Authority (s) of the Chapter reserves the right to cancel the contract or withhold the payment in part or full.

#### 7. CONDITION IN CASE OF DISPUTE

- In case of any dispute, parties shall resolve the dispute by mutual discussions within a period of 30 days , failing which all disputes will be subject to the Jurisdiction of Bhubaneswar Court only.
- In case the Travel Agency awarded contract fails to supply the requisite number of vehicles, this office reserves



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the right to hire the taxis from other Taxi operator. The cost difference between the alternative arrangements and tender value will be recovered equally from the Travel Agency

- In case of breakdown/accident of any vehicle during duty, it shall be the responsibility of the firm to provide a substitute vehicle, which is of similar make as replacement immediately failing which the taxi will be hired from the open market and the expenses incurred thereon shall be deducted from the bill of the Agency.
- The ICMAI-Bhubaneswar Chapter reserves the right to add/ delete/ modify any terms and conditions besides reserving the right to accept or reject the applications. Accepting the application for empanelment would not guarantee the award of contract.

#### 8. PERIOD OF CONTRACT

- The contract will be valid for one year starting from the date of award of the contract with a scope of extension for a specified period on mutual consent of both the parties. No request of hike in approved rates for supply of taxis will be entertained during the period of contact for any reason what so ever.
- The bidders should quote their unconditional rates strictly as per the Annexure-II. Each page of the tender should be duly stamped and signed by the authorized signatory of the Travel Agency.

#### 9. SUBMISSION OF BIDS

- Tender documents duly signed by the Tenderer shall be submitted super- subscribing with "Quotation for Taxi Services " and to drop at Tendor Box at The ICMAI-Bhubaneswar Chapter of Cost Accountants of India – Bhubaneswar Chapter , Ground Floor, CMA Bhawan, A122/2, Nayapalli, Nilakantha Nagar, Bhubaneswar-751012 or may send through courier/post addressing to the Chairman of Tender Committee , The ICMAI-Bhubaneswar Chapter , CMA Bhawan, A122/2, Nayapalli, Nilakantha Nagar, Bhubaneswar-751012, so as to reach within the scheduled date and time.
- The formats of the Annexure I and II duly signed by the Travel Agency with stamp shall be furnished.

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

- Penalty amount so determined along with GST if applicable thereon shall be recovered from the Travel Agency.
- In case of non-compliance of GST or any statutory dues, ICMAI-Bhubaneswar Chapter shall not be held responsible.

#### 11. TERMINATION CLAUSE:

- The ICMAI-Bhubaneswar Chapter reserves its right to terminate the contract for any reason at its absolute discretion including the following:
- If the Tenderer is adjudicated insolvent by a Competent Court or files for insolvency.
- If Tenderer commits any breach of the terms of this contract/ tender document
- If Tenderer is involved in wrongful billing
- In the event of unsatisfactory service by the Tenderer/Service Provider
- If the information furnished in the Technical Offer is found to be incorrect.

The decision of the ICMAI-Bhubaneswar Chapter in terminating the contract will be final and binding on the Tenderer.

#### 12. SELECTION OF BIDDERS –

- The Tender Committee of ICMAI-Bhubaneswar Chapter may select more than one Service Provider/Agency.
- If more than one bidder will be selected for a category, rate of other will be fixed at the lowest rate quoted in that category in general. But in case of exigency, rate may be higher than the lowest quoted rate and Competent Authority of ICMAI-Bhubaneswar Chapter is the final authority to decide.
- The rate will remain fixed for the period of this contract and till the period of extension, if extended.
- No Bidder shall be allowed at any time on any ground whatsoever to claim revision or modification in the rates quoted by him except hiking in petrol or diesel price



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**Annexure-I**

**Format of Technical Bid**

Sl. No	Particulars	Details to be filled in by the Agency
1.	Name of the Travel Agency/Service Provider	
2.	Office Address at Bhubaneswar, Mobile Number and email id	
3.	Name of Contact Person (s)	
4.	Years of Business	
5.	Income Tax – PAN (Copy to be attached )	
6.	GSTN (Copy to be attached)	
7.	Total Cab /Taxi Capacity to supply per day	
8	Has the Travel Agency managed to provide the vehicle in any big seminars? (If yes , may specify to whom given and Which Occasion)	
9	Whether the agency is ready to Provide 24/7 services on Sundays/ Holidays besides normal working days, if so required by the ICMAI-Bhubaneswar Chapter.	Yes/No
10	Any other relevant information	

**DECLARATION**

All the details furnished in the application are true and correct to the best of my /our knowledge and 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 ICMAI-Bhubaneswar Chapter as deems fit.

**Signature of Authorized Person:**

**Date:**

**Name & Seal of the Service Provider:**



**ANNEXURE II**

**FINANCIAL BID**

Sl No	Particulars	Dzire, and similarcars	Honda City and similarpremier category	Innova/Ertiga /XUV or similar
1	Hiring Charges for 10 Hours per day			
2	One liter fuel (Diesel/Petrol) per running kms to be paid			
3	Beyond 10 hours per day , amount to be charged per hour			
4	Charges for Airport or Railway Station Pick up /Drop			
5	Driver Night Halt Charges (Per Night)			
6	Any Other Charges may be specified			

**Note:**

01. L-1 Bidder shall be selected considering the offer price of SI No 01 and 02 as stated above.
02. Serial No 03 to 07 as stated above can be negotiated with the price as offered by L-1 (SI No 01 & 02)
03. The Offer Price should be before tax. GST shall be paid ICMAI-Bhubaneswar Chapter as per applicability rate.
04. In case of Night Halt, it is the responsibility of Driver to stay on his own arrangement. However, Competent Authority (s) of ICMAI-Bhubaneswar may facilitate the staying arrangement of driver if feel necessary. So no claims to be entertained against accommodation charges of driver.

**DECLARATION**

Certified that all the terms and conditions of the tender document are acceptable to us.

**Signature of Authorized Person of the Bidder:**

**Date:**

Name & Seal of the Travel Agency/Service Provider: