

BUREAU OF INDIAN STANDARDS
(Durgapur Sub Branch office)

E - TENDER NOTICE

Tender Ref No: **DSBO/** Courier & Transport Tender (2)/2015

Date: 02.02.2015

Tenders are invited from the eligible Agencies for **OUTSOURCING of COURIER SERVICES / TRANSPORT OF GOODS SERVICES** for BIS office at Bureau of Indian Standards, Durgapur Sub Branch Office, Adj. to R & C Laboratory, Durgapur Steel Plant, Durgapur-713 203, West Bengal. Last date for receipt of sealed tender is **09.03.2015** upto 1700h. For further details, see website of BIS i.e. www.bis.org.in

(A K Chatterjee)
Sc. F & Head, BIS-DSBO



**BUREAU OF INDIAN STANDARDS
(Durgapur Sub Branch Office)**

Our Ref: DSBO/Courier & Transport Tender (2)/2015

02.02.2015

***NOTICE INVITING QUOTATIONS FOR OUTSOURCING OF COURIER
SERVICES / TRANSPORT OF GOODS SERVICES FOR
BUREAU OF INDIAN STANDARDS, DURGAPUR BRANCH OFFICE***

Bureau of Indian Standards, Durgapur Sub Branch Office invites sealed quotations from Registered Firms/Companies who are experienced and engaged in business of COURIER SERVICES/TRANSPORT OF GOODS SERVICES to provide Courier/Transport of Goods for the Bureau of Indian Standards, Durgapur Sub Branch Office, Adj. to R & C Laboratory, Durgapur Steel Plant, Durgapur-713 203, West Bengal.

The Tender document can be downloaded from www.bis.org.in and www.eprocure.gov.in. Closing date & time for receipt of bids: **09.03.2015** upto 1700 h and the bids will be opened on **11.03.2015** at 1500 h. The Bureau reserves the right to reject any or all the bids without assigning any reason. Purchase price of Tender Document Rs. 500/-.

Period: 04.02.2015 to 09.03.2015.

Completed sealed quotations in an envelope superscribed 'OUTSOURCING OF COURIER SERVICES / TRANSPORT OF GOODS SERVICES' must contain three separate sealed envelopes (one for Technical Bid, one for Financial Bid and another one for EMD) accompanied with an EMD of Rs. 5,000/- in the form of demand draft drawn in favour of Bureau of Indian Standards, payable to Durgapur, issued by a scheduled bank and placed inside a separate envelope, may be submitted in this office or be sent by Registered post to Bureau of Indian Standards, Durgapur Sub Branch Office, Adj. to R & C Laboratory, Durgapur Steel Plant, Durgapur-713 203, West Bengal and the same should reach this office latest by 1700 hrs on **09.03.2015** and the Technical bid would be opened at 1500 hrs on **11.03.2015** in the presence of bidders or their authorized representatives. Purchase price of Tender Document Rs. 500/-.

The last date for receipt of sealed tender is **09.03.2015** till 1700 hrs. The sealed tenders may be submitted in the inward section of this office between 1000 hrs to 1700 hrs on all working days from (Monday to Friday) or the tender may be sent by Registered post so as to reach this office on or before **09.03.2015** within 1700hrs. The tenders would be opened on **11.03.2015** at 1500 hrs.

(A K Chatterjee)
Sc. F & Head, BIS-DSBO

BUREAU OF INDIAN STANDARDS
(Durgapur Sub Branch Office)

TENDER FOR OUTSOURCING OF COURIER SERVICE / TRANSPORT OF GOODS
SERVICES FOR FORWARDING DOCUMENTS / SAMPLES OF THE BUREAU OF
INDIAN STANDARDS, DURGAPUR SUB BRANCH OFFICE

- On behalf of the Head, Bureau of Indian Standards, Durgapur Sub Branch Office, sealed tenders are invited from experienced Registered Firms/Companies engaged in business of COURIER services/TRANSPORT OF GOODS SERVICES to provide Courier services/Transportation of Samples with previous experience in the same field for at least ten years
- Completed sealed quotations in an envelope superscribed 'Tender for security services' must contain three separate sealed envelopes (one for Technical Bid, one for Financial Bid and another one for EMD) accompanied with an EMD of Rs. 5,000/- in the form of demand draft drawn in favour of Bureau of Indian Standards, payable to Durgapur, issued by a scheduled bank and placed inside a separate envelope, may be submitted in this office or be sent by Registered post to Bureau of Indian Standards, Durgapur Sub Branch Office, Adj. to R & C Laboratory, Durgapur Steel Plant, Durgapur-713 203, West Bengal and the same should reach this office latest by 1700 hrs on **09.03.2015** and the Technical bid would be opened at 1500 hrs on **11.03.2015** in the presence of bidders or their authorized representatives.
- The eligible bidders may submit their bids in two bid format – Technical bid and Financial bid. The contents to be included in the Technical bid are given in Annexure A. The financial bid must be submitted in the format given in Annexure B. The details of the same are available from the departmental website – www.bis.org.in

The details are as under:

Name of the office and Type of items/Articles its location

Name of the office and its location	Type of items/Articles
Bureau of Indian Standards, Durgapur Sub Branch Office, Adj. to R & C Laboratory, Durgapur Steel Plant, Durgapur-713 203, West Bengal	Different types of Samples of Engineering products like Cement, Steel bars, Pipes, Ply Boards, Cables, PVC Pipes, Packaged Drinking Water Bottles (20 litre jars, 01, 02, 05 litre water Bottles etc.) etc. to be collected from various Industries / Govt. Depts. located at different places in West Bengal or BIS, Durgapur Sub Branch Office, Durgapur for delivery to BIS, ERTC, Kankurgachi, Kolkata 700054.

- Bureau of Indian Standards reserves the right to obtain clarification/additional information from the bidders.
- (BIS) reserves the right to obtain clarification/additional information from the bidders.
- Bureau of Indian Standards (BIS) reserves the right to accept or reject any or all the offers without assigning any reasons, whatsoever and may not seek any services from any vendor as a consequence of the advertisement.
- Tenders not submitted as per the format or in due time will be rejected.
- Tender bid without EMD as stipulated are liable for rejection.
- The agencies are advised to visit the work site to understand the nature of work/quantum of work in its true perspective to avoid any miss-understanding.
- Tender will be finalized on lowest cost to Bureau of Indian Standards(BIS). Any conditional offer is not acceptable.
- A tender may be rejected while scrutiny of technical bids in case there is unsatisfactory past performance in the execution of an earlier contract(s).
- All the bills of the contractors will be cleared subject to the production of clearance certificate by the contractors in respect of compliance of all statutory requirements.

II. PRE-QUALIFICATION CRITERIA:

- The agencies should be an incorporated entity.
- Average turnover during the last 3 years should be at least Rs. 20 lakhs per annum in the field Courier Services / Transporter Services.
- Should have experience of successfully completed similar works during the last ten years and copies of the Performance Report(s) should be enclosed from at least two or more Govt. Organizations/Companies etc
- The agency should be registered with various statutory bodies as necessary for carrying the business.
- The agency should not have been black listed by any Government/semi Government or any other organization.

III. SCOPE OF WORK:

- The requirement is for forwarding/transporting of Samples, Documents from this

office Bureau of Indian Standards, Durgapur Sub Branch Office, Adj. to R & C Laboratory, Durgapur Steel Plant, Durgapur-713 203, West Bengal

- This office requires courier service who shall pick the items/samples at short notice like 2 to 03 hrs time from its various locations.

- The Courier Service / Transporter Service Agencies shall have an all India net work including small towns of West Bengal for the districts Burdwan, Birbhum, Purulia, Bankura, East & West Medinipur

- The Courier Agency/Transporter Service Agencies is expected to start the work immediately on awarding the tender.

- The Courier Agency / Transporter Service Agencies shall promptly deliver the material in time

- The Courier Agency/ Transporter Service Agencies shall promptly deliver the items/material safely i.e. without any damage of the items sent through Courier /Transporter Service Agencies.

- While selecting the vendors, emphasis will be given on ability and competency in rendering good quality services.

- The agency should have sufficient pool or trained/experienced manpower to provide un-interrupted services during the period of the contract.

- It shall be contractor's sole responsibility to protect the material/items proposed to be sent shall provide necessary safety requirements.

- Head, BIS reserves the right to add, modify, append or delete any clause without giving any notice.

IV. OBLIGATIONS TOWARDS STATUTORY LIABILITIES:

- The Service provider shall comply with all statutory requirements, rules, regulations, Income Tax Act, Service Tax Act and all other applicable Acts shall be complied with by the service provider issued from time to time by the concerned authorities for carrying out the business.

V. MAJOR TERMS OF AGREEMENT:

- Period of agreement: The agreement is for one year.
- Terms of payment: The Department shall pay the agreed amount to the agency on monthly basis after completion of the month. In case the work is found unsatisfactory, part of the payment will be withheld and the amounts will be released subsequently only after satisfactory performance for a continuous period as deemed fit.
- money: The tender will be accepted only with the earnest money as mentioned in para 2 above. The EMD of the unsuccessful bidders will be returned and no interest shall accrue on it at all in respect of the successful bidders, EMD will be adjusted against security deposit. The EMD shall not bear any interest.
- Performance Security Deposit: 5% of total annual value of the contract
- Decisions relating to the contract: The decision of the competent authority of the BIS in all matters of the contract shall be final and binding on both the parties- the Department (BIS) and the agency.

- Recovery: The Department shall have the right to impose cash penalty on the agency or deduct such amounts from its security deposit in case of default by the Agency or breach in performance or if the BIS is put to any financial loss directly or indirectly by any act of commission or omission on the part of the agency or its employees.
- Termination/Suspension of Contract : The Bureau shall be a liberty at any time to suspend this contract on giving 24 hours notice in writing the contractor for breach of any of the terms and conditions of this contract for poor quality, insufficient service or misconduct of the contractor as to which the decision of the Bureau shall be final and the Contractor shall not be entitled to any change or compensation by reason thereof.

Termination by the Bureau : It shall also be lawful for the Bureau to terminate the Agreement at any time without assigning any reason and without being liable for loss or damage which the contractor may suffer by reason of such termination, by giving the contractor 15 days notice in writing by the Bureau for such termination. Any such termination shall be without prejudice to any other right of the Bureau under the Contract.

Contractor's right to terminate: If the contractor decides to terminate the Contract before the end of the Contract period, the Contractor has to give an advance intimation of at least 60days.

If the Contractor terminates the Agreement without prior notice of 60days, then the entire security deposit will be forfeited.

The bidders/agencies who meet all the eligibility criteria and terms and conditions in all respects may submit their tenders. The agency shall maintain all information obtained by it and/ or provided by the Department (BIS) during the actual Courier Service work / Transportation of Goods Service work as strictly confidential.

The agencies are advised to visit this office to understand the nature of the work/quantum of work in its true perspective.

Any disputes or differences arising under, out of or in connection with this order, shall be subject to the exclusive jurisdiction of Durgapur.

(A K Chatterjee)
Sc. F & Head, BIS-DSBO

TECHNICAL BID FOR COURIER SERVICES/ TRANSPORT OF GOODS SERVICES

1	Name of the Firm/Agency	
2	Address (With Tel. No. & FAX No)	
3	Name & Address of the proprietor/partners/Directors (With Mobile Numbers) or other Contact person(s) (With mobile Numbers)	
4	Minimum five years of experience in this line of business	
5	Total No. of years of experience in providing Courier services (enclose proof with certificates)	
6	Enclose Satisfactory performance letters from at least two Govt. Deptts./PSUs during last three years	
7	Minimum Annual Turnover of Rs per year (last 3 years ending 31.03.2014) Certified by Chartered Accountant should be enclosed	
8	Approximate value of the annual contract	
9	Proposed validity of the Rate Contract	
10	Validity Period of the Tender	One year from the date of Agreement
11	Total employees engaged for Courier work. (Total Man Power of Courier personnel available on the rolls of your company)	
12	Permanent Account Number (PAN) (The evidence for filing of IT returns along with profit and Loss account & balance sheet for the last three financial years to be enclosed) 2011-2012; 2012-2013, 2013-2014	
13	Details of Service Tax Registration (along with documentary evidence)	
14	Details of EMD	

15	List of present clients relating to Government Departments/PSUs	
16	If your firm has been blacklisted by the Govt. Deptts./ PSUs	
17	Details of legal disputes, if any.	
18	Whether your firm has Quality Assurance Certification like ISO/ISI Certification etc.	
19	Any other information	

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/ We shall be liable for disqualification and also liable for forfeiting of EMD and will be blacklisted and will not have any dealing with the Department in future. I/We convey our unconditional acceptance of the major terms and conditions as mentioned in the tender document.

It is also understood that the Courier handling personnel of our agency would be the employees of the agency and not of the Department. I/ We will comply with all the statutory requirements and there is no violation of all applicable laws in relation to the running the Courier Service Agency.

(Signature of Authorized Signatory with date)

ANNEXURE B
FINANCIAL BID DOCUMENT

1. Name of the Party
2. Address (With Tele.No. & Fax No.) :
3. Name & Address of the Proprietor/
Partners/Directors (With Mobile Numbers)
4. The cost of providing Courier service for each document/Item as per scope of work in the tender document

Sl No	Type of items proposed to be undertaken (Specifications etc.)	Item-wise Rates for forwarding including taxes	Rate as per weight of the article/item	Rate as per size of the article/item

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We shall be blacklisted and will not have any dealing with the Department in future. I/We shall be liable for debarment from the process of tendering besides forfeiture of the EMD. It is further submitted that the areas specified in the tender were verified and found correct. We shall not raise dispute in the areas specified.

(Signature of Authorized Signatory with
date)