

**BUREAU OF INDIAN STANDARDS**  
**( Northern Regional Testing Centre )**

**E - TENDER NOTICE**

Tenders are invited from the eligible Agencies for

**Tender Ref No:** NRTC/Courier &  
Transport Tender/2014  
**Dt. 30 June 2014**

OUTSOURCING of COURIER SERVICES / TRANSPORT OF GOODS SERVICES for BIS office at B-69, Industrial Area, Phase VII, SAS Nagar (Mohali)- 160 059. Last date for receipt of sealed tender is 24 July 2014. For further details, see website of BIS i.e. [www.bis.org.in](http://www.bis.org.in) or may contact on Phone 0172 3246935.

Assistant Director (Admn & Finance)  
Bureau of Indian Standards, SAS Nagar  
(Mohali).

**BUREAU OF INDIAN STANDARDS**  
**(Northern Regional Testing Centre)**

Our Ref: NRTC/Courier & Transport Tender/2014

30 June 2014

**NOTICE INVITING QUOTATIONS FOR OUTSOURCING OF  
COURIER SERVICES / TRANSPORT OF GOODS SERVICES FOR  
BUREAU OF INDIAN STANDARDS,  
NORTHERN REGIONAL TESTING CENTRE, MOHALI**

Bureau of Indian Standards, Northern Regional Testing Centre 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, Northern Regional Testing Centre located at B-69, Industrial Area, Phase VII, SAS Nagar (Mohali)- 160 059. The nature of service to be provided and conditions are also placed in the official website of BIS i.e. [www.bis.org.in](http://www.bis.org.in)

The last date for receipt of sealed tender is 24 July 2014 till 1500 hrs. The sealed tenders may be dropped in the tender box lying in this office during working hours 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 24 July 2014 at 1500 hrs. The tenders would be opened on the same day at 1600 hrs.

Ravinder Kumar  
Assistant Director  
(Admn & Finance)

## **BUREAU OF INDIAN STANDARDS**

**(Northern Regional Testing Centre)**

### **TENDER FOR OUTSOURCING OF COURIER / TRANSPORTATION SERVICES FOR FORWARDING DOCUMENTS / SAMPLES OF THE BUREAU OF INDIAN STANDARDS, NORTHERN REGIONAL TESTING CENTRE**

- ☐ On behalf of the Head, Bureau of Indian Standards, Northern Regional Testing Centre, 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 five years.
- ☐ Completed sealed quotations superscribed ‘Tender for COURIER services/TRANSPORT OF GOODS SERVICES and accompanied with an **EMD of Rs. 20,000/-** in the form of demand draft drawn in favour of Bureau of Indian Standards, Chandigarh issued by a scheduled bank and placed in a separate cover, may be submitted in this office or be sent by Registered post to Bureau of Indian Standards, B-69, Industrial Area, Phase VII, SAS Nagar (Mohali)- 160 059 up to 1500 hrs of 24 July 2014 and the Technical bid would be opened at 1600 hrs on the same day 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](http://www.bis.org.in).
- ☐ The details are as under:

Name of the office and its location	Type of items/Articles
Bureau of Indian Standards,  B 69, Phase VII Indl Area  SAS Nagar (Mohali)-160059	Different types of Samples like Cement, Steel bars, plywood, Steel Pipes, Particle Boards, Switches, Fans, Tube lights/CFL bulbs, Cables Conductors, Capacitors, Refrigerators, Mixie, LPG Cylinders, Packaged Drinking Water Bottles (20 liter PET jars, 01 or 02 liter water Bottles, 200ml Water Pouches, etc)  <input type="checkbox"/>

- ☐ (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 bids without assigning any reason, 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 shall be rejected.
- ☐ 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 misunderstanding.
- ☐ 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).

## **II PRE-QUALIFICATION CRITERIA:**

- ☐ The agencies should be an incorporated entity.
- ☐ Average turnover during the last 3 years should be at least Rs10/- lakh per annum in the field of Courier Services / Transporter Services.
- ☐ Should have experience of successfully completing similar works during the last five years and copies of the Performance Report(s) should be enclosed from at least two or more Govt. Organizations/Companies.
- ☐ The agency must 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 to various destinations/places in the country from this office (located at SAS Nagar (Mohali)-160059).

- ☐ This office requires courier service to lift/collect the samples/documents at short notice like 2 to 03 hrs time from its various locations.
- ☐ All items should be collected i.e. pick-up and delivery is door to door irrespective

of the distance during normal working hours.

- ☐ The Courier Service / Transporter Service Agencies shall have an all India net work including small towns.
- ☐ 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 and without any damage.
- ☐ The agency should have sufficient pool of trained/experienced manpower to provide un-interrupted services during the period of the contract.
- ☐ 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 issued from time to time by the concerned authorities for carrying out the business.

#### **V. MAJOR TERMS OF AGREEMENT:**

The samples (along with accompanying documents) shall be delivered within five working days of lifting for destinations up to 1000 km and ten working days for rest of the destinations within the country. Proof of delivery (POD) is required to be submitted for all the samples within 15 working days of lifting the samples. All regular correspondence or documents (other than samples) shall be delivered within one/three working days for local/outstation destinations respectively.

- ☐ Period of agreement: The agreement is for one year and may be extended based on satisfactory performance.

- ☐ Terms of payment: The bill will be raised on monthly basis. 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. Only one bill shall be raised for all the samples/documents lifted from this office in a particular month, i.e., all the samples/documents lifted in a particular month shall be covered in a single bill. TDS shall be deducted as per rules.
- ☐ Earnest money: The tender will be accepted only with the earnest money. The EMD of the unsuccessful bidders will be returned. In respect of the successful bidders, EMD will be adjusted against security deposit. The EMD shall not bear any interest.
- ☐ Security Deposit: The successful bidder will have to pay **Rs. 40000/-** (Rupees forty thousand only) as Performance Security. Performance Security deposit will be refunded after one month of completion of the contract period and after recovery of dues if any from the agency.
- ☐ The agency shall not sub contract the work awarded by BIS.
- ☐ 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 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 agency may suffer by reason of such termination, by giving the agency 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.

It shall be ensured that there is no tampering/forging of any sample/document.

- ☐ 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.
- ☐ Any disputes or differences arising under, out of or in connection with this tender, shall be subject to the exclusive jurisdiction of SAS Nagar (Mohali).

( Ravinder Kumar )

Assistant Director (Admn & Fin)



**ANNEXURE A**

**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 reports from at least two Govt. Deptts./PSUs during last three years	
7	Minimum Annual Turnover of Rs 10 lacs per year (last 3 years ending 31.03.2014) Certified by Chartered Accountant to be enclosed	
8	Proposed validity of the Rate Contract	
9	Validity Period of the Tender	One year from the date of Tender

10	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	
11	Details of Service Tax Registration (along with documentary evidence)	
12	Details of EMD	
13	List of present clients relating to Government Departments/PSUs.	
14	If your firm has been blacklisted by the Govt. Deptts./ PSUs	
15	Details of legal disputes, if any.	
16	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 all the 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. 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 & stamp)

**ANNEXURE B**

**FINANCIAL BID DOCUMENT**

01. Name of the Party :

02. Address (With Tele.No. & Fax No.) :

03. Name & Address of the Proprietor/  
Partners/Directors (With Mobile Numbers)

04. The cost of providing Courier service for each document/Item as per scope of work in the tender document.

Rates (in Rupees) for transporting goods/samples by weight for surface mode.

Situations where volumetric rates are applied will be specified. Volumetric rates may be mentioned along with relevant formulae.

Rates (in Rupees) for routine dak (such as letters, notes and other correspondence) are to be given separately (including for lower weight categories e.g., upto 100gm, upto 250 gm, etc)

Rates for transporting goods									
Destination	Upto 500 gm	500gm - 1 kg	1-5 kg	5-10 kg	10-25 kg	25-50 kg	50-100 kg	Above 100 kg	Any other charges
Mohali, Chandigarh, Panchkula									
Haryana, Punjab, Delhi									
UP, HP, Rajasthan, UK, J&K									
All metros									
Rest of India									

Rates for transporting routine dak									
Destination	Upto 100 gm	100 gm - 250 gm	250 – 500 gm	500 gm – 1 kg	1-5 kg	5-10 kg	10-25 kg	Above 25 kg	Any other charges
Mohali, Chandigarh, Panchkula									
Haryana, Punjab, Delhi									
UP, HP, Rajasthan, UK, J&K									
All metros									
Rest of India									

### **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 & stamp)**