

BUREAU OF INDIAN STANDARD

(JAIPUR BRANCH OFFICE)

Our Ref: JPBO/Transport Tender/2014

20 Aug 2014

NOTICE FOR INVITING QUATATIONS FOR OUT SOURCING OF TRANSPORT OF GOODS AND SERVICES FOR BUREAU OF INDIAN STANDARD, JAIPUR BRANCH OFFICE, JAIPUR

Bureau of Indian Standards, Jaipur Branch Office, Jaipur invites sealed quotations from Registered Firms/Companies who are experienced and engaged in business of **TRANSPORT OF GOODS SERVICES** to provide Transport of goods for the Bureau of Indian Standard, Jaipur Branch Office, Jaipur located at **Manak Bhawan, Prithviraj Road, C-Scheme, Jaipur-302005**. The nature of service to be provided and conditions are also placed in the official website of BIS i.e. www.bis.org.in

The last date of receipt of sealed tender is **16th Sept 2014** till 1400 hrs. The sealed tender may be dropped in the tender box laying 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 16th Sept 2014 at 1400 hrs. The technical bids shall be opened at 1500 hrs of 16th Sept 2014.

(A.K.Sinha)
Sc F & Head (JPBO)

BUREAU OF INDIAN STANDARD

(JAIPUR BRANCH OFFICE)

TENDER OF OUTSOURCING OF TRANSPORTATION SERVICE FOR FORWARDING SAMPLES OF THE BUREAU OF INDIAN STANDARD, JAIPUR BRANCH OFFICE, JAIPUR

Bureau of Indian Standard, Jaipur Branch Office, Jaipur are invited sealed tenders from experienced Registered Firms/ Companies engaged in business of **TRANSPORT OF GOODS SERVICES** to provide Transportation of Samples with previous experiences in the same field for at least five years.

Completed sealed quotations superscribed “**Tender for TRANSPORT OF GOODS SERVICES**” and accompanied with an **EMD of Rs. 20,000/- (Rupees Twenty Thousand Only)** in the form of demand draft drawn in favor of **Bureau of Indian Standard, Jaipur** issued by a scheduled bank and placed in a separate cover, may be submitted in this office or be sent by Registered post of **Bureau of Indian Standard, Manak Bhawan, Prithviraj Road, C-Scheme, Jaipur-302005 upto 1400 hrs of 16th Sept 2014** and the Technical bid shall be opened at 1500 hrs on the same day i.e. 16th Sept 2014 in the presence of bidders or their authorized representatives.

The eligible bidder 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 the Annexure A. the financial bid must be submitted in the format given in Annexure B.

The details are as under:

Name of the office and its location	Types of items/ Articles
Bureau of Indian Standards, Manak Bhawan, Prithviraj Road, C-Scheme, Jaipur-302005.	Different types of Samples like Cement, Steel bars, plywood, Steel pipes, Particles Board, Switches, Fans tubelights/ CFL bulbs, cables Conductors, Capacitors, Refrigerators, mixie, LPG Cylinders, Packed drinking Water Bottles (20ltr pet jars, 01 or 02 ltr Water Bottles, 200m Water Pouches) etc.

- (BIS) reserve the right to obtain clarification/ additional information from the bidders.
- Bureau of Indian Standards (BIS) reserve 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 consequences 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 the lowest cost to Bureau of Indian Standard (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.

II PRE-QUALIFICATION CRITERIA:

- The agencies should be an incorporated entity.
- Average turnover during the last 3 years be at least Rs 10/- lakh per annum in the field of courier services/ transport 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. Organization/ 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 of Samples/ Documents to various destination/ places in the country from this office (located at Manak Bhawan, Prithviraj Road, C-Scheme, Jaipur-302005)
- The office require courier service to lift/appropriate Packing, if required/collect the sample/ documents at short notice like 2 to 3 hrs time from its various locations.
- The Transport Service Agencies should have an all India network including small town.
- The Transport Service Agencies is expected to start the work immediately on awarding the tender.
- The Transport Service Agencies shall promptly deliver the samples/material within time i.e. 2-3 days 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.
- Scientist F & Head (Jaipur Branch Office), BIS reserve the right to add, modify, append or delete any clause without giving any notice.

IV OBLIGATION TOWARDS STATUTORY LIABILITIES:

- The service provider shall comply with all statutory requirements, rules, regulation, Income 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 2-3 working days of lifting for destinations upto 1000 kms and 5-7 for rest of destination within the country. Proof of delivery (POD) is required to be submitted for all the samples within 15 working days of lifting of samples.

- **Validity of the Contract:** The Contract shall be valid for a period of *three years from the date of signing this contract*. However, the contract will be reviewed quarterly and extended on yearly basis subject to the satisfactory performance of the contractor and on the mutual consent of both the parties.
- **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 amount will be released subsequently only after satisfactory performance for a continuous period as deemed fit. Only one bill shall be raised for the entire samples 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 bidder, EMD will be adjusted against Security Deposit, if he will request us. The EMD shall not bear any interest.
- **Security deposit:** The successful bidder will have to pay as **Security Deposit 5% of the total annual value of the award of the contract, which may be Rs. 60,000/- (Rupees Sixty Thousands only)** (approx.) as **Performance Security**. Performance Security deposit will be refunded after deduction of dues, if any, from the agency.
- The agency **shall not sub-contract the work awarded by BIS**.
- **Decisions relating to the contract:** The decisions of the Competent Authority of the BIS i.e. Head (Jaipur Branch Office) in all matters of the contracts shall be final and binding on both the parties - the Department (BIS) and the agency/awardee.
- **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 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 60 days. If the contractor terminates the agreement without prior notice of 60 days, then the entire Security Deposit will be forfeited.
- It shall **be ensured that there is no tampering/forging of any sample(s)/documents.**
- The agency/awardee shall maintain all information obtained by it and/or provided by the Department (BIS, Jaipur Branch Office) during the actual Transportation of Goods Service work as strictly confidential.
- Any dispute or difference arising under, out of or in connection with this tender, shall be subject to the exclusive jurisdiction of Manak Bhawan, Prithviraj Road, C-Scheme, Jaipur-302005 (Rajasthan).

ANNEXURE A (TECHNICAL BID)

TECHNICAL BID FOR TRANSPORT OF GOODS SERVICES

1.	Name of the Firm/Agency	
2.	Address (with tel. No. & fax no.)	
3.	Name and address of the proprietor /partners/ directors (with mobile numbers) or other contact person(s) (with mobile numbers)	
4.	Minimum five year of experience in this line of business	
5.	Total no. of years of experience in providing sample services (enclose proof with certificates)	
6.	Enclose satisfactory performance reports from at least two Govt. Depts. / 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	Three years
10.	Permanent Account Number (PAN) (the evidence for filling of IT returns along with Profit & Loss Account & Balance Sheet for at least three financial years to be enclosed) 2011-2012; 2012-2013; 2013-2014	
11.	Details of services 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. Depts. / PSUs	
15.	Details of legal disputes, if any	
16.	Any other information	

DECLARATION

I hereby certify that the information furnished above is true and corrected 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 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 Samples handling personnel of our agency would be the employees of the agency. I /We will comply with all statutory requirements and there is no violation of all applicable laws.

**(Signature of Authorized
Signatory with date and stamp)**

ANNEXURE B (FINANCIAL BID)

FINANCIAL BID DOCUMENT

1. Name of the Party:
2. Address (with Tele no. & Fax No.):
3. Name and Address of the Proprietor/
Partner / Directors (with Mobile numbers):
4. 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.

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

Rates of Transporting goods

[illegible]

DECLARATION

I hereby certify that the information furnished above is true and corrected 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 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 and stamp)**

AGREEMENT
(Rs. 100/- on non-judicial stamp paper)

This Agreement made on thisday of2014 between M/s
(Name and Address of the Contractor) (hereinafter referred to as the CONTRACTOR, which expression shall, unless it be repugnant to the context of meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART and the Bureau of Indian Standards, Manak Bhavan, Prithviraj Road, C-Scheme, Jaipur (Rajasthan) (hereinafter referred to as the BUREAU, which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the OTHER PART.

WHEREAS the Contractor is a authorized service provider AND WHEREAS the Bureau is a body corporate, enacted by Parliament.

WHEREAS the Contractor (successful bidder) submitted his bid videin accordance with the bid document and was selected as 'successful bidder' pursuant to the bidding process and negotiation on contract prices, awarded the 'Letter of Acceptance' (LoA) No.to the Contractor on

BOTH THE PARTIES HERETO AGREED TO ABIDE THE MAJOR TERMS OF AGREEMENT AS MENTIONED IN CLAUSE V OF THE TENDER DOCUMENT.

(Signature of Contractor/
Authorized Representative)

Name: _____
Designation: _____
Address: _____

Seal of the Firm/Company

Witness:

(1) Sign: _____
Name of the Witness: _____
Address: _____

(Signature of Authorized person
of the Bureau)

Name: _____
Designation: _____
Address: _____

Seal of the Bureau

Witness:

(1) Sign: _____
Name of the Witness: _____
Address: _____
